

APPALACHIAN STATE UNIVERSITY
Office of International Education and Development
POLICY AND GUIDELINES FOR INTERNATIONAL SCHOLARLY ASSIGNMENTS

I. PURPOSE

In keeping with the mission of campus internationalization, Appalachian State University, through its Office of International Education and Development, sponsors international scholarly assignments to develop and/or strengthen faculty global competencies. International scholarly assignments are intended to provide Appalachian faculty members with the knowledge needed to help them infuse global issues into their courses and integrate education abroad experiences into the curricula at Appalachian while providing them with collaborative research and teaching opportunities abroad.

II. ELIGIBILITY

1. All tenured or tenure-track faculty members who have served at Appalachian State University for a minimum of two years shall be eligible for consideration for an international scholarly assignment.
2. No faculty member shall be eligible to receive more than one paid international scholarly assignment within any six-year period.
3. A faculty member who has received an off-campus scholarly assignment (OCSA) within a six-year period shall not be eligible for consideration for a paid international scholarly assignment.

III. PROCEDURES FOR APPLICATION AND APPROVAL

1. When a faculty member is interested in an international scholarly assignment, he or she must first immediately consult with the department chair to seek initial informal approval as well as to allow the chair the opportunity to prepare for replacement faculty.
2. During the first week of September of each year, the Office of International Education and Development shall announce the international scholarly assignments for the following academic year. Applications shall be due in the Office of International Education and Development by the **third week of November of each year.**
3. An applicant must submit the following:
 - (a) Completed international scholarly assignment application form (found at <http://www.international.appstate.edu/research/index.html>);
 - (b) Current curriculum vitae; and
 - (c) Letter of invitation from the host university abroad.
4. An applicant shall identify a faculty sponsor at the host institution abroad who will help find housing, facilitate appropriate academic introductions, and make arrangements for access to libraries and research facilities. The Office of International Education and Development shall work with applicants to identify faculty sponsor(s) at host institutions abroad.
5. A departmental chairperson/program director's approval shall be required before an application is submitted to the dean of the college/school for action. The dean shall thereafter submit the application, along with his/her endorsement or rejection, to the Associate Vice Chancellor for International Education and Development.
6. Applications shall be reviewed by country or regional committees formed by the Associate Vice Chancellor for International Education and Development after steps 1 – 5 above have been

accomplished. **An application that has not followed and met steps 1 – 5 above will not be considered.** The committees shall make recommendations to the Associate Vice Chancellor for International Education and Development who in turn shall make recommendation to the Provost and Executive Vice Chancellor.

7. Notifications of selection and approval shall be in writing by the Provost and Executive Vice Chancellor by December 10 of each year. International scholarly assignments shall be expected to take place during the following academic year (July 1 to June 30).

IV. CONDITIONS

1. International scholarly assignments may be granted for periods of one semester or full academic year. In order to expand the number of faculty members benefiting from these assignments, preference shall be given to applicants proposing semester-long assignments.
2. Financial support shall be provided as backfill money to the department of a faculty member participating in an international scholarly assignment. The backfill money shall be equivalent to the amount paid to adjunct faculty members (approximately \$13,500/semester or \$27,000/year).
3. The faculty participating in the international scholarly assignment shall continue to receive his/her salary and benefits while abroad. In no case shall Appalachian State University provide financial support which would result in an excess of the contract salary. Stipends from grants, payments from host universities abroad or other outside sources may be combined with Appalachian State University support to equal a faculty member's contract salary. Supplemental support from outside sources for travel, including subsistence shall not be counted in computing the salary.
4. An applicant proposing to travel to a country where he/she does not speak the language spoken in that country shall be strongly encouraged to make an effort to learn the language prior to commencing the assignment. Past experiences indicate that knowledge of the host country language facilitates the cross-cultural adjustment process.
5. An applicant must go through Export Controls briefing provided by the Cratis D. Williams Graduate School, Office Graduate Studies and Research before departure.
6. *Brief Monthly Reports:* Faculty members participating in the international scholarly assignments shall submit brief written monthly reports about their assignments to the Associate Vice Chancellor for International Education and Development via e-mail. Copies of the reports shall also be sent to the deans of the respective colleges/school, as well as respective department chairs. Reports shall include a description of the exchange participant's activities and schedule for the month preceding the report.
7. If the experience is funded by an external grant, the faculty member must also be aware of reporting requirements from funding agency.
8. *Final Report:* At the conclusion of the international scholarly assignment, the faculty member shall submit a final written report to the Associate Vice Chancellor for International Education and Development, the dean, and department chair no later than two months after returning to Appalachian. The report shall include the following components:

- (a) A statement of how the assignment and the resulting international experience will be incorporated into the classroom (include a copy of the syllabus incorporating the international elements into the class).
 - (b) A statement of how it will contribute to the faculty member's scholarship activities.
 - (c) A statement of how the assignment contributes to the internationalization of the department, college, and/or university.
9. *Presentation at Faculty Forum:* Upon completion of the international scholarly assignment, the faculty member shall make at least one presentation about his/her experiences abroad at Faculty Forums. The Forums are organized by the Hubbard Center in collaboration with the Office of International Education and Development in the fall semester during International Education Week or in the spring semester during the Diversity Celebration Week.
10. A faculty member accepting an international scholarly assignment must agree to return to Appalachian State University for a period of at least one year at the conclusion of the assignment.
11. A faculty member participating in the international scholarly assignment shall be relieved of all service obligations to Appalachian State University while on full-time pay. In particular, a faculty member shall not be eligible to serve on a departmental personnel committee during the semester or academic year in which the international scholarly assignment occurs.

Approved:
College/School Deans on January 23, 2008 and Provost on January 29, 2008.