

# APPALACHIAN STATE UNIVERSITY

## INTERNATIONAL SCHOLARLY ASSIGNMENT PROGRAM

### APPLICATION GUIDELINES AND FORM

In keeping with the mission of Appalachian State University, the Office of International Education and Development (OIED) sponsors international scholarly assignments to develop and/or strengthen faculty global competencies. International scholarly assignments are intended to provide Appalachian faculty with the knowledge needed to help them infuse global perspectives into the courses they teach, integrate study abroad into the curricula at Appalachian, and provide them with collaborative research and teaching opportunities abroad. Appalachian faculty on International Scholarly Assignments also gather information and provide advice to OIED about the programs and courses available at host institutions as well as student welfare issues.

International scholarly assignments are generally for periods of a semester. Financial support is provided for replacement salary in the faculty's department at Appalachian for a semester. The faculty member continues to receive his/her salary and benefits while participating in the international scholarly assignment. OIED awards four to six international scholarly assignments annually.

#### Eligibility

Any tenure track faculty at Appalachian is eligible for an international scholarly assignment. Eligibility requirements, in terms of time of service, are the same as the eligibility requirements for Off Campus Scholarly Assignment (OCSA). Normally, only one such assignment will occur in a two-year period. Priority will be given to Appalachian faculty members who have not participated in the international scholarly assignments within the last two years.

#### Appalachian's International Agreements

Currently, Appalachian has formal agreements with institutions abroad that can be accessed through the following link: <https://international.appstate.edu/faculty-staff-resources/international-partners>.

For logistical purposes, faculty members are encouraged to explore assignments at these institutions since Appalachian has already negotiated housing accommodation arrangements at those institutions. Individual faculty initiatives for other international assignment possibilities are also encouraged and supported but OIED cannot assist with logistics at those institutions.

#### Governing Policies and How to Apply

Each year OIED encourages Appalachian faculty to apply to participate in the International Scholarly Assignment Program. It takes at least a year to plan for the International Scholarly Assignment.

1. Applications must first be submitted to the department chair for comments and approval. The chair must approve and sign off on the application.
2. Applications must then be submitted to the dean of the applicant's college. The dean must approve and sign off on the application.
3. Finally, submit signed applications to OIED.

Applicants are encouraged to discuss their plan with the department chair and the Associate Vice Chancellor for International Education well before they complete the application.

**Applicants must submit the following:**

- Completed International Scholarly Assignment Application Form
- Current curriculum vitae

## **Faculty Sponsor**

Applicants are required to identify a faculty sponsor at the host institution they wish to visit abroad. The faculty sponsor will be instrumental in the success of the International Scholarly Assignment. The sponsor will help the Appalachian faculty member find housing, facilitate appropriate academic introductions, and make arrangements for the visiting Appalachian faculty member to have access to libraries and research facilities.

## **Application Deadline**

International Scholarly Assignment applications are received on a rolling basis.

## **Logistics**

It is critical that the International Scholarly Assignment participant maintain contact with the sponsoring host faculty who is responsible for arranging housing, providing academic introductions, scheduling and publicizing the Appalachian visiting faculty member's itinerary, and providing orientation to the university's resources including access to libraries and research facilities. The Appalachian visiting faculty member needs to communicate with the host university regarding expectations. OIED recommends that the International Scholarly Assignment participants discuss housing arrangements with their host sponsors well in advance of their visits.

**Note:** Prior to being selected and notified officially by the Provost, in all communication with a potential faculty host, the applicant is instructed to clarify that he/she has not yet been selected for the International Scholarly Assignment Program.

## **Reports and Presentations**

### **Monthly Reports**

International Scholarly Assignment participants are required to submit written monthly reports about their activities to the Associate Vice Chancellor and Executive Director in OIED via e-mail. Copies of the reports should also be sent to the deans of the respective colleges, as well as respective department chairs. Reports should include a description of the participant's activities and schedule for the month.

The reports are designed to identify distinguished and distinctive opportunities for Appalachian faculty and students at the host university, as well as provide information on collaborative efforts and the strengthening of academic linkages. Reports should focus on academic information that will be of value to students and faculty interested in going to that location.

### **End of Assignment Final Report**

All faculty members participating in International Scholarly Assignments are required to submit a final report to OIED no later than two months after returning to Appalachian. Reports should include the following components:

- A statement on how the resulting international experience(s) will be incorporated into the classroom. Include a copy of the syllabus incorporating the international elements into the class.
- A statement on how it will contribute to the faculty member's scholarship activities. Include a copy of the abstract for the article submitted for publication.
- A statement on how the project contributes to the international development of the department, college, and/or the university.

### **Presentation at Appalachian Annual Global Symposium**

All faculty members participating in International Scholarly Assignments are expected to make presentations about their experiences abroad at the Annual Global Symposium held each November during the International Education Week. During the Global Symposium, the faculty member shares his/her experiences abroad and try to encourage other Appalachian faculty members to participate in the International Scholarly Assignment experience.

### **Continued Involvement with OIED**

OIED welcomes the continued involvement of Appalachian faculty in international activities either at the departmental, college, or university level. Faculty can assist with academic advising, recruitment, selection, and orientation for education abroad students. Additionally, faculty members can also develop short-term summer study abroad programs that they can lead. Faculty members are also critical in integrating study abroad offerings into existing or new Appalachian academic programs.

### **For Further Information**

For more information on the International Scholarly Assignment Program, please contact:

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**APPALACHIAN STATE UNIVERSITY**  
**INTERNATIONAL SCHOLARLY ASSIGNMENT PROGRAM**  
**APPLICATION FORM**

<b>Applicant's Name</b>			
<b>Banner ID and Email</b>		<b>Destination Country</b>	
<b>College</b>		<b>Department</b>	
<b>Host Institution Abroad</b>		<b>Academic Year Proposed</b>	

**1. Statement of Purpose**

Address how this assignment will advance international education at Appalachian State University. The goal of the international scholarly assignment program is to enhance the internationalization of Appalachian by infusing global context into the courses, supporting international research, and encouraging Appalachian students to study abroad. Be specific. {Not to exceed 400 words (12 point font, single-spaced)}

## 2. Previous Assignment Information

a. Have you previously participated in the international scholarly assignment program?	[ <input type="checkbox"/> ] Yes	[ <input type="checkbox"/> ] No
b. If yes, list the date(s) of your assignment in the last two years and the host institution(s).	<u>Dates</u>	<u>Host Institution</u>
c. If you participated in scholarly assignment before, please explain how this application builds on, or differs from, the previous assignment(s). No more than 100 words.		
d. Describe how the international experience from your previous assignment(s) contributed to the departmental and university-wide internationalization goal including how the experience was brought into the classroom and how it enhanced your scholarship. No more than 100 words		

## 3. Comments and Approval of the Assignment from Department Chair and Dean

<b>a. Comments and Approval from Department Chair</b>	
<b>Chair's Signature:</b>	<b>Date:</b>
<b>b. Comments and Approval from Dean</b>	
<b>Dean's Signature:</b>	<b>Date:</b>