



## “@ Chinese Campus” Visiting Instructor Program

### INFORMATION

#### Purpose

- To bring talented US professors and instructors to teach compressed courses in Chinese universities to broaden the exposure of Chinese students to US teaching approaches and teaching in discipline in English and to encourage dialogue across faculty between the US and China to support greater exchange of students, faculty, and greater understanding among nations.

#### Applicant Requirements

- Full-time lecturer or professor or part-time faculty member in US universities (priority given to US partners of the Sino-American Cooperation on Higher Education and Professional Development [CHEPD] Program): full-time professors with terminal degrees are strongly preferred, but those with master's degrees and/or part-time faculty members and extensive experience may apply
- Providing one academic course (3 - 4 credits) in 4 weeks of teaching at one Chinese hosting university, teaching 12 – 16 hours per week on a schedule provided by the host institution
- Willing to provide 1 -2 public seminars on US culture, teaching methods, or their discipline (to be determined with the host institution)

#### Program Dates

The courses will be taught in compressed format over a four-week window in one of the time frames noted below. Participating faculty will be responsible for course planning and delivery and engagement with faculty/staff/students at the hosting institution. The dates noted below are inclusive of minimal travel and teaching dates for the program. Other dates can be proposed on application:

- Summer Term of 2017      Section A: May 11-June 10  
  Section B: May 25-June 24
- Fall Term of 2017         Section A: October 19-November 18  
  Section B: November 30- December 30

#### Program Offering and Support

The China Center for International Educational Exchange (CCIEE) will provide the following support for this program:

- Initial receipt of applications from campus representatives
- Coordination of review of applications with over 80 Chinese universities
- Identification and communication of selection within a timely manner to applicants of the invitation (applicants for the Summer Term 2017 will receive notification by February 15, 2017)
- Purchase of the international round-trip air tickets for those invited to participate
- Coordination of orientation in Beijing after arrival into China (with airport pickup, overnight accommodation, sightseeing, consultation provided before faculty go to their host institution)
- Transportation from Beijing to hosting university and back to Beijing
- \$400 stipend to offset initial costs of participation

The hosting institution will provide the following support as a part of this program:

- Pickup from airport on arrival and transportation to airport at hosting location at the conclusion of the program
- Accommodation at the hosting university (not including meals)
- Pocket money for 4 weeks: ¥4000 RMB (currently about \$623 USD) to cover all other costs (food, laundry, incidentals, etc.)
- Access to an office (may be shared) during the teaching time period at the host institution
- Identification of a faculty mentor who will help coordinate teaching, communication about needed materials to support for the course reporting and grading, and other issues with the hosting institution

#### To Apply

- Complete the attached application with required materials and provide it to your campus coordinator by November 8, 2016.

#### Dates of Notification of Decision about the Application

- For Summer Term 2017 (February 15, 2017)      For Fall Term (To Be Announced – Likely August 2017)  
Address: Room 609, 6th Floor, CBD International Mansion, No. 16 Yong An Dong Li, Chaoyang District, Beijing, China 100022  
Tel: 86 - 10 - 58782821      Fax: 86 - 10 - 58698695  
Website Address: [www.CCIEE.com.cn](http://www.CCIEE.com.cn)      [www.CCIEE.cn](http://www.CCIEE.cn)



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### *Most Frequently Requested and Welcomed Disciplines and Majors*

(according to survey feedback from 40+ Chinese partner universities in 2013)

#### **Business Administration:**

- Accounting
- Economic
- Finance
- Management
- International Business

#### **Engineering:**

- Civil Engineering
- Electrical Engineering
- Mechanical Engineering
- Environmental Engineering
- Construction Management

#### **Computer Science:**

- Software Engineering
- Computer & Information Studies
- Computer Networking and Communication
- Artificial Intelligence
- Database Systems

#### **Environmental Science:**

- Environmental Sciences
- Environmental Studies
- Climate Science and Solutions
- Earth Sciences and Environmental Sustainability

#### **English:**

- TESOL
- Literature
- English Education
- Applied Linguistics
- Professional Writing

#### **Others:**

- Mathematics & Statistics
- Biology and Chemistry
- Humanities
- Social Sciences
- Fine Arts

#### **Note:**

The above-noted disciplines and majors are not limited within the above list, since our partner universities have spread over 20 provinces and 4 municipality cities, as well as 4 autonomous regions. One of our missions is to meet their various requests and so we will share any applications with the network of Chinese universities to identify potential fits with their needs.

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## @Chinese Campus Application

Requirements: Full-time or part-time teacher or lecture from a US University

Deadline for Application Submission to Campus Coordinator: Summer Session (November 8); Fall Session (April 10)

Title \_\_\_\_\_ First Name \_\_\_\_\_ Last Name & Suffix \_\_\_\_\_ Rank \_\_\_\_\_

Home University: \_\_\_\_\_ Discipline: \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Campus Coordinator: \_\_\_\_\_ Email: \_\_\_\_\_

**Period of Application** (Check all for which you are applying, indicating first preference, Dates are travel-inclusive):

Please note: Early July to late August is summer break & early January to early March is winter break for Chinese universities

- Summer 2017 Section A / May 11 – June 10
- Summer 2017 Section A / May 25 – June 24
- Other option and please specify: \_\_\_\_\_ (4 weeks)
- Fall 2017 Section A / October 19 – November 18
- Fall 2017 Section B / November 30 - December 30
- Other option and please specify: \_\_\_\_\_ (4 weeks)

**List of the courses you propose to teach** (Specify undergraduate or graduate, note special equipment & attach description)

**Other personal condition you would like to state to help us plan for you** (special diet, other accommodations needed):

**Please attach to this application the following materials:**

- (1) Current Resume/Curriculum Vita
- (2) Statement of interest in participating (limit to one page) and 1 paragraph description of courses proposed
- (3) A copy of the photo page of your passport (it must be valid for at least 8 months beyond the time you are scheduled to return from China on the program)
- (4) A digital passport photo (taken within the last six months)

### Statement of Understanding of Program Participation Terms

I understand that, if invited, I am committed to delivering the agreed upon course in the time frame note above. I understand that the program will cover the cost of a roundtrip airfare from my home university's city to Beijing, accommodation and orientation for one day in Beijing, roundtrip airfare or other transportation to the city in China in which I will be teaching (if needed), airport pickups, accommodation at the host university, access to an office, a stipend of 4000 RMB while on the ground, and that a stipend of \$400 will be provided through CCIEE in cooperation with my home university to support my participation. I further understand below that I will be responsible for applying for my visa to China and covering all other costs (including but not limited to local US transportation, personal expenses, meals, etc.) to participate in this program. I understand that after the air ticket has been purchased for the program, I am obligated to provide the teaching in the time frame noted. I understand that I am not allowed to bring children under age 14 with me along on the program without having another adult with me. I agree that any costs of bringing additional family members or adjusting living accommodations to support additional family members brought along will be my own.

Signature \_\_\_\_\_

Date \_\_\_\_\_

We confirm that the application is a full-time or part-time teacher or lecture at our university.

Signature, Campus Coordinator \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_