



### **Faculty Commitments:**

Site directors are not expected to teach. However, they are responsible for the general welfare of the student participants and for oversight of the Spencer House. During the summer they also support the teaching faculty member, ensuring he/she is able to on carry his/her teaching responsibilities. The site director is expected to remain resident at the Spencer House during the whole of the program except in cases where written approval is given in advance by the Executive Director of CGE.

**CSU in Oxford Summer** site directors may travel with classes on field trips if there is space. They are required to participate in a one-day student orientation in April. Summer site directors are expected to travel with students to and from Oxford unless otherwise approved in advance.

Site directors for the **CSU in Oxford Visiting Student Program** are expected to participate in orientation that takes place during the semester before it begins. Faculty commit to engaging themselves with students in a more intensive and extensive way than is common on campus. During study abroad you are totally immersed with students, and the whole experience becomes a “teaching moment”. Faculty must be able to meet all of the physical demands of teaching and/or leading in the CSU in Oxford Program which includes travel to a number of other cities and towns. This includes extensive walking (several miles per day including walking up hills), climbing stairs, and generally navigating to the classroom and field trip sites on foot. Most locations are not handicapped accessible, and the public transit is not appropriate substitute for the normal pedestrian access.

A faculty member may be able to bring one or two family members for all or part of the program, if he/she notifies the Center for Global Engagement and the request is approved in advance. Family members with the site director will share the same room as the site director. If there is another room available, it can be used but you will be charged for the room by CSU Foundation Properties.

*The faculty member should keep in mind, however, that his/her responsibilities to the students take precedence over familial concerns and that will often preclude from having much free time for their family.*

### **Selection Criteria**

A faculty or staff seeking to serve as site directors will be evaluated in terms of his/her experiences or skills relevant to directing a program on-site.

Criteria which are especially relevant to selecting site directors include the following:

Cross-cultural knowledge and experience;

Knowledge of and experience with culture, society, history and politics of the country or countries of the study abroad program;

Additional criteria which will be considered include the following:

Experience working with students outside of the typical classroom setting;  
Experience working with a diverse (gender, ethnicity, and religion) student population;

Knowledge of and experience with first-aid procedures and techniques;

Long-term, full-time status with CSU faculty (all applications will be considered); and

Willingness to be engaged on a full-time basis during the program (i.e. no personal trips)

Applications must be approved and signed by the faculty member's department chair and college dean. Appointments will be made by the Director of CGE after reviewing all complete applicants.

### **Remuneration:**

For the **CSU in Oxford Summer Program** site directors do not receive a salary but they do receive a per diem and their costs (airfare, airport transfers, local transportation, accommodation, field trips, etc.) are covered.

During the **CSU in Oxford Visiting Student Program** site directors who are active CSU faculty members:

Continue to receive their regular CSU salary;

Are excused from their normal teaching load;

May teach part-term classes before or after and online during the time of their appointment; and

Receive a per diem and their costs (airfare, airport transfers, and accommodation) but they are NOT PAID a salary by the program of the Center for Global Engagement

Retired CSU faculty and staff do not receive a salary but their costs are covered by the program.

Return the completed and signed forms (with a CV and letter of recommendation) to

**Schuster 117  
Center for Global Engagement  
Columbus State University  
4225 University Avenue  
Columbus, GA 31907**

**Site Director Application Form  
CSU in Oxford Summer Program and  
Oxford Visiting Student Program  
Summer 2019 - Spring 2020**

**I. PERSONAL INFORMATION** (please list name as it appears on passport/identification)

Surname:	First Name:	CSU ID # (starts "909"):
Rank:	Department:	College:
Office Phone:	E-mail:	
Home Address:	Home Phone #:	

**II. PREFERENCE OF PROGRAMS** (Choose from either the Visiting Student of the Summer Programs. Within each category please indicate your preference)

3. Please describe any experiences teaching or site directing in a study abroad program.

4.

