

**ST. CLOUD STATE UNIVERSITY
ACADEMIC DIRECTOR–BRITISH STUDIES PROGRAM**

Director Application Procedure

To be considered for a director position in the British Studies Program, you must submit the following.

1. Completed application form signed by the Department/Unit Chair, the Dean, and applicant. If the faculty member proposes a course outside of his/her department or unit, the application form must also be signed by the chair of the outside unit.
2. Letter of application must include:
 - a. Your perspective on international education and experiences;
 - b. How you propose to fulfill each of the director responsibilities as noted on the position description
 - c. Evidence that you meet the director qualifications, including evidence of ability to teach effectively as noted in the position description, especially course evaluations from courses previously taught as part of the British Studies Program or on other education abroad programs.
3. Course syllabi for the following courses (sample syllabi and learning goals available upon request):
 - a. Introduction to the British Cultural Experience (INTL 101; 1 cr.); and
 - b. Reflections on the British Cultural Experience (INTL 201; 2 cr.).
4. Course proposals for two classes. The courses must be approved through the curriculum process. The proposals must include:
 - a. Course Name and Number
 - b. Course description
 - c. The prerequisites, if any
 - d. What requirements the course satisfies (e.g. LEP goal area, major core, minor requirements)
 - e. Course syllabus including learning goals and assessment plan
 - f. How the course relates or will be adapted to the host culture
 - g. How you propose to cover the academic content in an intensive program
 - h. The capacity of the course to attract students to the program.
5. **If applicable, copies of all the end of program reports you submitted for previous programs in which you served as Academic Director.**

NOTE: Failure to adequately address all above items can result in applicant not being considered for the position.