

**St. Cloud State University
Faculty–Alnwick, England**

Faculty Application Procedure

To be considered for a teaching position in the British Studies Program, faculty 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 meet the faculty responsibilities noted on the position description
 - c. Evidence that you meet the faculty qualifications noted on the position description
3. Course proposals for at least three classes. The courses must be approved through the curriculum process. The proposals must include:
 - d. Course name and number
 - e. Course description
 - f. The prerequisites, if any
 - g. What requirements the course satisfies (e.g. Gen.Ed Area A, major core, minor requirement, etc.);
 - h. Course syllabus including learning goals and assessment plan; highlight the areas which demonstrate how the course relates to or will be adapted to the host culture.
 - i. How you propose to cover the academic content in an intensive program
 - j. The capacity of the course to attract students to the program.

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

Revised April 1, 2010