

# Guidelines for the Selection of London Semester Faculty Spring 2024

## I. PROCEDURE

1. Fill out the London Semester Faculty Application Form, and send it electronically to Sharon Olson, Director of Education Abroad ([Sharon.Olson@csulb.edu](mailto:Sharon.Olson@csulb.edu)). Be sure to include the following information in your statement (see application form):
  - a) Syllabi or draft syllabi for the two upper-division GE courses you propose to teach.
  - b) A statement in your application form explaining how your courses are relevant to London and/or the UK, the ways in which you would approach assisting CSULB students in London, and how you would go about enhancing their cultural experience while there.
  - c) Copy of short form of your CV.
2. The **Application Deadline** is **Friday, November 18, 2022**.
3. The Center for International Education will work with the International Education Committee (IEC) and its Education Abroad Subcommittee to contact candidates to schedule interviews. The Education Abroad Subcommittee will recommend final selection of the CSULB London Semester faculty positions to the IEC. Selection will be based upon written material submitted and an interview. Candidates will be informed of the selection as soon as possible after the interviews.
4. **Candidate Interviews** will take place in early-December.
5. It is required that all applicants have experience living or working abroad. Preference will be given to a faculty member with experience living in London or in the UK. Additionally, the Selection Committee will look for courses to be taught in London which will count for upper-division General Education credit in two different GE categories (B, C, or D).

## II. RESPONSIBILITIES

1. The faculty member is responsible for obtaining department approval. Department chairs looking to understand how this has worked in the past are welcome to contact Sharon Olson ([Sharon.Olson@csulb.edu](mailto:Sharon.Olson@csulb.edu)) or Professor Rich Haesly ([Rich.Haesly@csulb.edu](mailto:Rich.Haesly@csulb.edu)) for details.
2. While the Center for International Education takes main responsibility for the advertising of the London Semester, the chosen faculty member must be not only willing,

but enthusiastic, about assisting in getting the word out to students regarding the London Semester program (e.g. attending meetings with prospective students and/or parents, occasional staffing of information tables, attending the pre-departure meeting etc.).

2. The chosen faculty member serves as the on-campus advisor for students interested in participating in the London Semester Program for that semester.

3. While in London, the chosen faculty member will teach two (2) lecture/discussion courses, participate with a professor from CSU Fullerton in overseeing and acting as faculty of record for the British Life and Culture course as well as supervising students who have selected the internship option.

4. The Center for International Education is searching for a faculty member who is a very student-oriented individual, inasmuch as it is hoped that this faculty member will help students take full advantage of their time in London, both inside and outside of the classroom.

IF YOU HAVE ANY QUESTIONS, PLEASE DO NOT HESITATE TO CONTACT SHARON OLSON, DIRECTOR, EDUCATION ABROAD VIA THE EMAIL LISTED ABOVE. THANK YOU FOR YOUR INTEREST IN THE CSULB LONDON SEMESTER.