

Memorandum

To: All JMU Full-time COB Faculty
From: Lee Sternberger, Executive Director, International Programs
Robert Reid, Dean, College of Business
Date: January 15, 2008
Re: Director, Semester in Antwerp Program

The Office of International Programs and the College of Business are seeking a Director for the Semester in Antwerp (SIA) program. This position is a four-year position, to be reviewed annually. The Director oversees the SIA program (fall, spring, and summer semesters) and is responsible for the following:

- Student advising and recruitment on campus and admission to the program
- Pre-departure and on-site orientation
- Faculty recruitment for the Faculty Member in Residence (FMIR) role
- FMIR training
- Semester calendar, course offerings, course and faculty evaluations
- Financial management of the budget
- Student and faculty emergencies
- Constructive relationships with University of Antwerp faculty and staff, Montpelier Resident Manager, vendors, etc.
- Clear, consistent, and open communication with the OIP and Executive Director regarding program operations

The SIA Director is compensated for the position with the equivalent of a summer school salary, based on rank.

Interested faculty should send a cover letter, vita, and two references to the Office of International Programs, MSC 5731. Preference will be given to faculty members who have served previously as an FMIR or have equivalent experiences abroad. **Applications are due Monday, February 4.** The successful candidate will begin working with the current Director, Dr. Newell Wright, in spring/summer 2008. Once appointed, the successful candidate will serve as Assistant Director and will assume the Director role when Dr. Wright's tenure ends, after the summer, 2009 session.

For more information, please see the OIP website at

http://www.jmu.edu/international/abroad/facstaff_semester.shtml

or contact Lee Sternberger at 87002 or sternblg.

Position Description: Semester Abroad Faculty Directors

The Directors of JMU's Semester Abroad Programs oversee semesters abroad during the fall, spring, summer, or any combination thereof. They are responsible for organization in the following areas:

Program management on campus

student advising

- recruit and advise students at special events and during individual meetings
- make recommendations for admission
- conduct pre-departure orientation meetings to prepare students for the semester abroad
- communicate with OIP any special circumstances and changes to program organization

faculty support

- recruit candidates for the position of the Faculty Members in Residence (FMIR) application process
- orient FMIRs with procedures and expectations prior to departure
- arrange the semester calendar by establishing dates for day and weekend excursions, program-related and extracurricular events, class meeting times, and final exams
- recruit, select, orient, supervise, and coordinate visits of international faculty and administrators
- submit curriculum vitae and required credentials to OIP

curriculum administration

- establish and regularly review the course offerings to insure the program's academic integrity
- assist FMIR applicants to plan course offerings that integrate with the regular curriculum and that make best use of on-site resources
- evaluate the course work at the end of each semester
- coordinate course selection for the students during pre-registration
- financial management
- prepare a budget projection each semester
- maintain account management of a JMU local account and an overseas bank account held by the Semester Abroad program.
- train the FMIR as needed to maintain semester financial reports and spreadsheets

Program management abroad

- organize and/or conduct on-site orientation
- respond promptly to special concerns, issues, and emergencies and notify OIP of problems and resolutions

- coordinate the schedules of international faculty, oversee formation of class syllabi, and review their teaching methodology
- coordinate the evaluation of the students and the granting of academic credit by the international faculty
- communicate with the international faculty about the students' academic progress
- manage on-site administrative planning and orientation each semester
- recruit and select host families for the students
- supervise the FMIR or on-site coordinator
- present evaluation of the FMIR to appropriate supervisor

- collect grades, course papers and exams, and program evaluations
- present summary of evaluations to the international faculty

- review the semester report from the FMIR and submit the final semester accounting to the International Accounting Office.

Program Directors are compensated for this work by reassigned time from teaching. The amount of reassigned time varies. The Directors are evaluated by the Executive Director of International Programs/Assistant Vice President for Academic Affairs.