

PURPOSE OF THE PROGRAM

Consistent with the University strategic plan to increase global awareness and diversity on the Coastal Carolina University campus, this program assists academic departments to bring visiting lecturers from partner institutions, research institutes, performing arts/fine arts organizations, or other institutions of higher education abroad to teach courses at CCU and provide increased global exposure to our CCU students, coverage of key areas of teaching desired by academic units, and the potential for more depth of cooperation between partner universities to support heightened scholarly and creative activity.

FOCUS OF THE PROGRAM

CCU academic departments can apply for this program in one of two ways:

- Designated Individual Application (Strongly Preferred): Submit an application with a specific international scholar who is SACS-qualified to deliver specific courses and other areas of cooperation in support of the program purpose and departmental/college/university strategies and with a clear demonstration of commitment from the scholar and the scholar's department/institution; OR
- Designated Need Application: Submit an application without a designated individual but indicating a strong and immediate strategic and critical departmental need for an international scholar to serve a specific area of teaching expertise to students in the academic department;

APPLICATION PROCESS

Application Materials

A complete application will include the following items:

- A completed Coastal Carolina University International Visiting Lecturer Application Form (fully completed by scholar and department/college for Designated Individual Applications and completed by department only for Designated Need Applications);
- For Designated Need Applications: A job description for the visiting lecturer that could be shared with partner universities outlining the request for the scholar in compliance with the program and departmental/college resources and specifying the minimum qualifications required for the respective scholar.

Application Deadlines

CCU academic departments can request a Visiting International Lecturer or Distinguished Visiting International Lecturer for periods of ½ or one full semester. Up to 8 spots per year are anticipated to be available in this program, based on funding availability. Each department will process its application through the respective dean's office. If multiple applications are being submitted by a college, the college dean is asked to provide a memo ranking the order of preference for support among those submitted for review. This program is not offered to cover summer teaching sessions at Coastal Carolina University. Applications are received from all academic colleges twice a year through the Senior Director of International Recruitment, Admissions, and Student and Scholar Services at internationalservices@coastal.edu or in Kearns 207 by the following deadlines:

- October 15 Annually: For visiting lecturers who will teach in the upcoming spring or following fall semester
- February 15 Annually: To support lecturers who will teach in the upcoming fall semester or academic year

After Application

Completed applications will be returned to the Senior Director of International Recruitment, Admissions, and Student and Scholar Services. Within two weeks of the application closing time each cycle, the Senior Director will meet with the Associate Provost for Global Initiatives to prioritize applications for recommendation to the Provost. Approvals will be communicated to the designated person in each department and these individuals will work with the Senior Director of International Recruitment, Admissions, and Student and Scholar Services to facilitate the completion of all steps required in the hiring process for the VIL or DVIL. The Senior Director of International Recruitment, Admissions, and Student and Scholar Services will coordinate with the departmental staff and serve as liaison to all visiting international scholars and lecturers provide orientation, coordinate training and acculturation activities and support, as well as evaluate program success.

EXPECTATIONS AND COMPENSATION FOR THE INTERNATIONAL VISITING LECTURER

The Visiting Lecturer will be expected to:

- Provide, upon notification of award, original transcripts (and certified translations into English if granted in a language other than English) from all institutions of higher education at the master's level and higher and complete application to enable transcript review by external approved agency to be completed prior to start date.
- Prepare and deliver instruction in the respective course areas, in coordination with other instructors/professors teaching the respective course, and including regular evaluation opportunities for students in one of the following frameworks that are endorsed by the college:
 - One-half semester program: Teaching 6 credit hours of instruction in any of the following sessions: Fall I, Fall II, Spring I, Spring II; OR
 - Full semester program: Teaching 9 credit hours of instruction in either the Fall or Spring semester;
- Complete all required university training within the designated time frame provided by university policy;
- Comply with all visa-support requirements as designated by the U.S. Department of State and participate in programming provided in support of such compliance through the international scholar services of the Center for Global Engagement;
- Participate in all faculty, departmental, college, and University faculty meetings as a non-voting member;
- Participate, as appropriate, in assessment efforts at the course, departmental, college, or university level;
- Participate as a guest lecturer, without additional compensation, in up to 2 other courses or events in which international expertise might be shared with faculty, staff, students, and/or community;
- Present one research presentation to faculty and students based on his/her research interests;
- Hold an informational seminar about his/her home university in coordination with the Center for Global Engagement and the department chair of the relevant area; and
- Complete a summary exit questionnaire in which he/she summarizes his/her experience at Coastal Carolina University, includes copies of all exams, evaluations, syllabi, and grade sheets, evaluates his/her performance, and provides suggestions for improvements to the program in upcoming semesters/years.

Compensation will be offered as noted below:

- One-half semester program: Compensation of \$12,000 for teaching 6 credit hours of instruction in any of the following sessions: Fall I, Fall II, Spring I, Spring II
- Full semester program: Compensation of \$20,000 for teaching 9 credit hours of instruction in either the Fall or Spring semester
- Academic year program: Compensation of \$40,000 for teaching 9 credit hours of instruction per semester in the Fall and Spring semesters (August – May)
- If a Distinguished International Visiting Lecturer, the salary will be increased by \$1,000.
- Signing bonus of \$1,500 payable upon arrival (after completion of W-8BENE in advance of arrival)
- Coastal Carolina University will also cover the cost of international airfare from the individual's home to Myrtle Beach Airport (up to \$2,000) by reimbursing the cost of the economy class air ticket by the individual after they arrive at Coastal Carolina University or through direct purchase of that ticket for the individual prior to their travel.
- Coastal Carolina University will cover the cost of the external credential review of PhD/Masters (graduate degrees) for SACS evaluation purposes.
- All costs of participation (lodging, visa, meals, local transportation, and incidentals) will be the responsibility of the individual to cover using the compensation provided.
- US taxes will be withheld from the compensation received unless other arrangements are made in advance with the appropriate offices at Coastal Carolina University in compliance with U.S. tax guidelines and bilateral tax treaties.

As a vibrant public comprehensive university with a strong basis in the liberal arts tradition, Coastal Carolina University embraces a dynamic teacher-scholar model that places primary emphasis on high-quality teaching and engaged learning and supports faculty research, creative activities, and expert collaboration in the community, state, nation, and world. To this end, occasionally Coastal Carolina University will host visiting lecturers from around the world to participate in this learning community and engage cooperatively with CCU faculty and students in research, creative activities, and community outreach.

J-1 AND J-2 VISAS

International Visiting Lecturers come to Coastal Carolina University on a J-1 visa under the Professor category. A Responsible Officer at Coastal Carolina University will issue a form DS-2019 to the International Visiting Lecturer and any dependents that will accompany them. The International Visiting Scholar will be required to meet with the Responsible Officer upon arrival to complete the check-in and orientation process as required by federal regulations for their J-visa status.

REQUIRED HEALTH INSURANCE FOR J-1 AND J-2 EXCHANGE VISITORS

Proof of health insurance will be required upon arrival if not submitted before. J-1 program participants and their J-2 dependents are required to have medical insurance coverage for the entire duration of their program. Minimum coverage must provide medical benefits of at least \$100,000 per accident or illness; repatriation of remains of at least \$25,000; expenses associated with medical evacuation to the exchange visitor's home country of at least \$50,000; and deductibles cannot exceed \$500 per accident or illness.

ADDITIONAL ELIGIBILITY INFORMATION FOR J-1 PROFESSORS AND RESEARCH SCHOLARS

Visiting scholars in the J-1 categories of Professor or Research Scholar must meet the following eligibility conditions:

1. The exchange visitor must not be a candidate for a tenure-track position.
2. The exchange visitor has not been physically present in the United States in a non-immigrant status for all or part of the 12-month period immediately before their program begin date, unless they are transferring from another sponsor, their presence in the United States was less than 6 months in length, or their presence in the United States was pursuant to a short-term scholar exchange activity.
3. The exchange visitor has not participated as a Professor or Research Scholar and completed their program within the preceding two-year period.

1B – VISA INFORMATION

Do you plan to come to the U.S. on a J visa? Yes No Unsure If no, what will be your visa status? _____

If Yes, who will issue the documents required for the J visa application? CCU Another organization Unsure

J Visa Category: Professor Research Scholar Short-Term Scholar Unknown For information, visit <https://j1visa.state.gov/programs/>.

Will you bring a spouse with you? Yes No Will you bring any children? Yes No *If yes, please complete the J-2 Dependent Request Form.*

Have you previously entered the U.S. on a J-1 visa? Yes No If yes, what category and when? _____

24-Month Bar on Repeat Participation as a J-1 Research Scholar or Professor: At the end of the J-1 research scholar’s or professor’s program, regardless of the length of the stay, the exchange visitor becomes subject to a two-year bar on repeat participation as a J-1 research scholar or professor. This bar is different from the two-year home country residence requirement and only applies if the individual wants to return to the U.S. in the J-1 research scholar or professor categories.

12-Month Bar after Previous J Participation: There is currently a 12-month bar for persons seeking to use the J-1 Research Scholar/Professor category if they have been in the U.S. in any J status (all categories except short term scholar, and including J-2 status) for six months or more in the 12-month period immediately prior to the proposed start date on the new J program. Prospective J-1 research scholars/professors who are subject to the two-year bar on participation are not subject to an additional 12-month bar.

1C – ADDITIONAL INFORMATION

Check with designation you are seeking:

International Visiting Lecturer (considered for those holding master’s degree and/or equivalent rank of assistant professor or associate professor)

Distinguished International Visiting Lecturer (considered for those with equivalent rank of professor, and/or to those holding terminal degrees with outstanding levels of long-term achievement in their disciplines)

Please attach the following documents to this request:

- Statement of Interest in Participating in the Program, courses to be taught and expertise in support of this role;
- Certification of educational completion and copies of transcripts for of all levels of education at master’s level and higher, along with translation into English (if documents were not issued in English) (SACS requirement);
- Teaching philosophy and summary of teaching reviews for courses in the respective area;
- Financial support that you have and that you are seeking for the visiting lecturer period of time;
- Recommendation letter from your department chair or supervisor of home institution appropriate dean with:
 - Certification of your effective teaching and ability to teach in English;
 - Approval for you to be gone for length of time for which the application is being completed; and
 - Statement of any financial support to be provided by your home institution for the respective time period.
- Copy of the photo and personal information page of your passport
- Copy of your current curriculum vitae/professional resume

1D – ACKNOWLEDGEMENT

In compliance with federal law related to exchange visitors to the USA, I understand that I must provide evidence of my English language proficiency before being granted visiting lecturer status at CCU if I am a non-native speaker of English. I agree that, if my visiting lecturer status is approved, I will comply with all federal, state, local and institutional regulations and policies governing this program, and I understand that I will be responsible for requesting an external credential evaluation through an approved organization and that the costs of this evaluation will be my own.

PRINTED NAME

SIGNATURE

DATE

PART 1: To be completed by the prospective visiting lecturer

1A – BIOGRAPHIC INFORMATION

Family Last Name: _____

Given First & Middle Name(s): _____

Date of Birth (Month/Day/Year): _____ / _____ / _____ Gender: Female Male

City of Birth: _____ Country of Birth: _____

City of Citizenship: _____ Country of Legal Permanent Residence: _____

Passport Number: _____ Issuance Date: _____ Expiry Date: _____

Foreign Physical Address: _____

City: _____ Country: _____ Province: _____ Postal Code: _____

Mailing Address (if different from above) : _____

City: _____ Country: _____ Province: _____ Postal Code: _____

Email Address: _____

Phone Number (with country code): _____ Currently hold a Driver's License: Yes No

Driver's License Number: _____ Country/State of Issuance: _____

Current Professional Position: _____

Objective of visiting scholar status at CCU: _____

Desired Start Date: _____ Desired End Date: _____ Is English your native language? Yes No

Prospective Visiting Lecturer Initials – Part 1, page 1 _____



INTERNATIONAL VISITING LECTURER REQUEST FORM

Center for Global Engagement
International Student and Scholar Services
Kearns Hall Suite 207

SUPPLEMENT: To be completed by the prospective visiting lecturer

Visiting Lecturer Last Name: _____

Visiting Lecturer Given First & Middle Name(s): _____

DEPENDENT INFORMATION

Relationship: Spouse Dependent Child

Family Last Name: _____

Given First & Middle Name(s): _____

Date of Birth (Month/Day/Year): _____ / _____ / _____ Gender: Female Male

City of Birth: _____ Country of Birth: _____

City of Citizenship: _____ Country of Legal Permanent Residence: _____

Passport Number: _____ Issuance Date: _____ Expiry Date: _____

DEPENDENT INFORMATION

Relationship: Spouse Dependent Child

Family Last Name: _____

Given First & Middle Name(s): _____

Date of Birth (Month/Day/Year): _____ / _____ / _____ Gender: Female Male

City of Birth: _____ Country of Birth: _____

City of Citizenship: _____ Country of Legal Permanent Residence: _____

Passport Number: _____ Issuance Date: _____ Expiry Date: _____

Dependent Supplement Page _____ of _____

Prospective Visiting Lecturer Initials – Dependent Supplement _____

PART 2: To be completed by the Requesting/Hosting Department at Coastal Carolina University

2A – VISITING LECTURER INFORMATION

The **academic unit/college** is responsible for the following: (1) identifying an office space that the scholar can use; (2) inviting the visiting scholar (as appropriate) to participate in faculty meetings and other college, departmental, university and other events so as to help them appreciate the cultural experience of faculty on US campuses (scholars would have a CCU email), and (3) identifying a faculty member who will serve as a fellow researcher/educator colleague for conversations regarding the discipline at CCU and curriculum in that field (potentially research cooperation or other programming cooperation). Visiting scholars may make guest presentations in classes, observe classes, cooperate on research, and (with approval and proper administrative approvals ahead of visa issuance) even teach courses.

Visiting Lecturer Candidate Name: _____

Desired Appointment Level:

International Visiting Lecturer (considered for those holding master’s degree and/or equivalent rank of assistant professor or associate professor)

Distinguished International Visiting Lecturer (considered for those with equivalent rank of professor, and/or to those holding terminal degrees with outstanding levels of long-term achievement in their disciplines)

Instructional Slot: Year _____ Session(s): Spring Fall Spring I Spring II Fall I Fall II (Check all that apply.)

Discipline: _____

Host Department: _____

Site of Activity Address: _____

City: _____ State: _____ Postal Code: _____

Faculty peer mentor from teaching area to coordinate teaching and syllabus setup and to enable interaction and planning for collaborative research:

Name: _____

Phone: _____ Email: _____

Staff support person who will be responsible for processing hiring documents in cooperation with the Director of International Student and Scholar Services if the request is approved:

Name: _____

Phone: _____ Email: _____

Hosting Department Initials – Part 2, page 1 _____

2B – ADDITIONAL INFORMATION

Courses to be taught, including names, abbreviations, sections, and projected enrollment:

Identification of any additional (or replacement), financial compensation and/or arrangements setup outside this program coverage available through the department/college:

Identification of any materials, resources, facilities, etc. that are needed to support the successful teaching effort (include research labs access, instrumentation, computers, other technology, as well as expendables anticipated):

Expectations of the scholar while in this department will be:

Resources this department and/or college is prepared to provide to support this visit:

Hosting Department Initials – Part 2, page 2 _____



INTERNATIONAL VISITING LECTURER REQUEST FORM

Center for Global Engagement
International Student and Scholar Services
Kearns Hall Suite 207

Have you received funding for international exchange from one or more U.S. Government Agency(ies) to support this exchange visitor? Yes No

Is the scholar a native speaker of English? Yes No

If no, an interview must be conducted with any potential visiting scholar that will be on a J-1 visa status managed by CCU in order to establish the potential scholar possesses sufficient proficiency in the English language to successfully participate in their program and to function on a day-to-day basis. A representative from the host department and a representative from the Center for Global Engagement will conduct an interview by videoconferencing or by telephone if videoconferencing is not an option.

Interviewer Name: _____

Email Address: _____

2C – ACKNOWLEDGEMENT

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DEPARTMENT CHAIR (PRINTED NAME)

SIGNATURE

DATE

DEAN CHAIR (PRINTED NAME)

SIGNATURE

DATE