

## **ICISP Carlow College Study Abroad Summer 2025 Faculty Liaison Information and Application**

---

The Illinois Consortium for International Studies and Programs (ICISP) welcomes applications for a professional development opportunity for faculty members of ICISP-member institutions. The Faculty Liaison position at Carlow College in Carlow, Ireland is designed to provide faculty from member institutions the opportunity to experience first-hand living, teaching, and interacting with colleagues in an international setting for four weeks in the summer term. Individuals interested in applying should review all program materials provided to students.

### **Equity, Diversity, Inclusion, and Anti-Racism Statement**

The Illinois Consortium for International Studies and Programs recognizes that systemic racism is pervasive within our society and actively commits to advancing anti-racist practices by creating an environment that is inclusive to all, celebrates and honors diversity, and promotes individual growth and social responsibility for success in a global world. ICISP strives to eliminate structural racism and inequities within the organization, education abroad, global professional development programming, and campus internationalization efforts.

### **General Information**

Faculty members selected for this appointment will be provided housing at Carlow College. The faculty accommodation will be dependent on a number of factors, including the number of available rooms in Lennon House (residence hall at Carlow College). Depending on availability, applicants should be aware of two available accommodation options: 1) [Primary Option] Faculty accommodation consisting of a bedroom, sitting room, and private bedroom on the main campus, a short walk from Lennon House, and a common lounge with access to a stove, kettle, and microwave across the hall. Access to the faculty kitchen and laundry facilities will be in Lennon House, or 2) Faculty accommodation in Lennon House comprised of an adjoining sitting room, bedroom, and private bathroom. A faculty kitchen is located down the hall. Laundry facilities are located on each floor of Lennon House. The faculty accommodation will be confirmed prior to departure.

Students will live in Lennon House and daily contact in Lennon House between students and the Faculty Liaison during the course of daily activities is frequent. Lennon House provides students with the opportunity to socialize where they live and interact with other students; although there are quiet hours, living in the residence hall does include noise associated with shared living.

Because of the nature of the accommodations, a spouse/partner is welcome to join the Faculty Liaison, but Carlow College cannot provide housing for children. Living in Lennon House/on campus provides the Faculty Liaison with an opportunity for immersion into the local culture and daily, first-hand interaction and engagement with students.

Spouses/partners should plan to arrive no earlier than one week into the program to allow for student-faculty acclimation.

Please note that a minimum number of ICISP students must sign up for the summer program to run. Faculty selected for the summer program will be notified by the end of March if this minimum requirement has been met. Before applying, please confirm that this condition is an acceptable one for you and your college.

Travel insurance is strongly encouraged for applicants selected for the position.

Applicants must be currently employed by an ICISP member institution. Please note that retirees and/or emeriti are not eligible to apply.

### **Faculty Liaison Responsibilities**

Faculty assigned to this program will be expected to fulfill the following responsibilities:

- Facilitate breakout and discussion sections with the Irish Experience class.
- Prepare and deliver a minimum of 1 workshop/presentation to the wider Carlow College community in the faculty's subject of expertise, subject to availability.
- Oversee and provide leadership for the program and student service needs of students in Ireland.
- Assist ICISP students with the adjustment to living in a different culture.
- Assist with coordination of activities and field trips of the academic program with appropriate officers of Carlow College.
- Attend all sessions of The Irish Experience Class.
- Serve as chaperone on all field trips.
- Monitor students' independent travel.
- Perform administrative duties of the program as needed.
- Provide advisement to students as needed.
- Hold on-campus office hours.
- Through the appropriate officers of Carlow College, assist in solving problems which arise for ICISP personnel.
- Provide all appropriate information and communicate regularly with the program coordinator and ICISP.
- Attend the student/faculty orientation prior to assignment (usually held one Saturday in April).
- Assist with recruiting future participants.
- Assist with future faculty/student orientation sessions.
- Communicate regularly with the ICISP Carlow study abroad program coordinator.
- Other duties as assigned.

One of the primary responsibilities of the Faculty Liaison is to assist the ICISP students attending Carlow College. As such, the Faculty Liaison is required to restrict personal travel to those times

when classes and/or cultural excursions are not in session. Faculty members should not commit to teaching any on-line courses at their home institution while assigned to Carlow College. Faculty assigned to Carlow College will be required to sign an agreement verifying that the above responsibilities are understood and agreed upon.

### **Compensation**

The Faculty Liaison agrees to the following compensation arrangements:

- Salary: Paid by home college, as determined by home institution policies.
- Housing: Carlow College provides housing free of charge to individual faculty members on the college campus from the start of term to the official end of term.
- Airfare and transportation to host institution: Roundtrip economy international airfare is paid by ICISP up to \$1,200 USD. Transportation to/from the U.S. departure airport is the responsibility of the Faculty Liaison.
- Extra Allowance: Optional by home college

**Application for the Faculty Liaison Position Summer 2025**  
**Carlow College, Carlow, Ireland**

Name \_\_\_\_\_

Discipline(s) \_\_\_\_\_

Home College \_\_\_\_\_

Campus Address \_\_\_\_\_

Campus Phone \_\_\_\_\_

Campus E-Mail \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home E-Mail: \_\_\_\_\_

**Disciplines to be Considered**

Note: Faculty from all disciplines are welcome to apply for the faculty liaison position for the summer program only. However, preference will be given to the following disciplines that are taught at Carlow College (please mark your discipline if it falls below):

\_\_\_\_\_ Communication

\_\_\_\_\_ Media Studies

\_\_\_\_\_ Creative Writing

\_\_\_\_\_ History

\_\_\_\_\_ Literature

\_\_\_\_\_ Philosophy

\_\_\_\_\_ Political Science

\_\_\_\_\_ Psychology

\_\_\_\_\_ Sociology

\_\_\_\_\_ Theatre

\_\_\_\_\_ Academic Resource Areas (Reading/Writing)

In addition to the above application, interested candidates must also include:

- A cover letter outlining the following:
  - why they wish to serve as the faculty liaison to the program in Carlow;
  - what they wish to accomplish while in Ireland;
  - how they expect the experience to impact their professional development; and
  - previous international experience, if any.
- A curriculum vitae limited to three pages.

**Applications are due October 30, 2024.** Incomplete or late applications will not be considered. Those applicants selected for an interview will be notified by telephone. In the event of a very large pool, there will be a two-step interview process, with the first round of interviews to be conducted by telephone. Finalists will be interviewed in person at Elgin Community College or virtually.

Applicant signature, date: \_\_\_\_\_

Division/Dept. Chair signature, date \_\_\_\_\_

Academic Dean signature, date: \_\_\_\_\_

Vice-President/CAO signature, date: \_\_\_\_\_

Campus ICISP Rep. signature, date: \_\_\_\_\_

**All applications must be submitted by email. Please email completed applications to:**

Karen Huber, ICISP

Email: [Karen.huber@heartland.edu](mailto:Karen.huber@heartland.edu)

Phone number: (309) 268-8681

**For more information about this program, please contact:**

Lauren Nehlsen, Ph.D.

Carlow, Ireland Program Coordinator

Email: [lnehlsen@elgin.edu](mailto:lnehlsen@elgin.edu)

Phone: 847-214-7821