



NCSAC

Northern California Study Abroad Consortium

Santa Rosa Junior College Faculty Application For a Semester Teaching Abroad Fall 2028 – London, UK or Spring 2029 – Florence, Italy

Program Highlights:

- SRJC is a member of the Northern California Study Abroad Consortium, a four-district alliance consisting of SRJC, Los Rios, Contra Costa, and San Mateo Districts.
- 25-40 students and one instructor from each college are typically sent abroad for a total of approximately 100 students and four faculty per trip.
- Only full-time Regular tenured instructors teaching full loads in AY 2026–2027 are eligible to apply. Current 4th year probationary faculty can apply with approval of tenure team. You cannot be on leave or sabbatical for the semester immediately prior to any study abroad trip.
- The Consortium contracts with the American Institute for Foreign Study (AIFS) for student housing and travel, classroom facilities and field trip arrangements. They also provide local support staff including 24-hours a day, 7-days a week emergency contact.
- Faculty typically teach three GE discipline-specific courses plus an interdisciplinary Life and Culture course. Faculty are loaded at 80% while abroad. An additional 20% release time is given the semester before the study abroad teaching assignment to enable faculty to conduct recruiting activities to achieve enrollment expectations. Failure to meet recruiting expectations could result in cancellation of the trip or a reduced teaching load while abroad.
- SRJC faculty members serve as the instructor of record for SRJC students enrolled in the Life and Culture class, with instruction provided through a combination of guest lecturers and field trips. Your three discipline courses will include students from other Districts.
- Faculty selected to teach in the program take the lead in recruiting students for the Study Abroad program by scheduling a series of informational meetings and classroom visits during the day and evening at multiple locations in addition to other marketing activities. This happens no later than the semester preceding the semester abroad. Instructors will also develop or contribute to print and electronic promotional materials to support other recruiting activities.
- Selected faculty collaborate with instructors from the other three consortium districts to provide a coherent, safe, engaging and high impact study abroad experience for all participating students.

- Faculty are expected to actively participate in student life while abroad. Much of the personal and academic enrichment enjoyed by student participants in Study Abroad programs stems from their extra-curricular contact with faculty and staff.

SRJC Faculty Benefits:

- Live and teach abroad for 12 weeks. Faculty may travel on their own before or after the session at their own expense. Please note that some extended stays may have passport/visa restrictions (https://travel-europe.europa.eu/etias/who-should-apply_en).
- Full-time (regular) faculty members are paid their usual salary and will need to use load balancing while abroad.
- An Airfare stipend is paid by AIFS.
- Faculty are generally provided with a maximum \$3,500* housing stipend (total) and assistance in acquiring appropriate accommodations. Failure to recruit at least 20 students will result in a smaller stipend, reduced load or cancelled assignment.
- Faculty must pay all other costs, such as food, entertainment, and housing costs in excess of the travel and housing stipend. Family members may join you, but they are not covered by any SRJC insurance.
- Faculty may participate in all activities scheduled on the itinerary, on the same basis as the students, including transfers, museum and entrance passes, sightseeing tours, etc.
- While abroad, faculty will have access to a shared office with computers with internet access.
- Please feel free to reach out to Kerry Loewen with any questions before submitting your application.

**Dollar amounts may vary depending on student enrollment and AIFS contract.*

Northern California Study Abroad Consortium

FACULTY APPLICATION FOR TEACHING ABROAD

London, England Fall 2028 OR Florence, Italy Spring 2029

DEADLINE: Monday, October 5, 2026 @ 11:59pm

*Applications may be submitted electronically with digital signatures. If all parties required to sign the document do not have digital signatures, please print out the application, obtain all original signatures, and deliver electronically to kloewen@santarosa.edu by the deadline of **Monday, October 5, 2026**. **Incomplete, unsigned or late applications will not be considered.** Chair and Dean approvals take time, please plan accordingly.*

Name: _____

E-Mail: _____

College/Office Address: _____ Work Phone: _____

Home Address: _____

City, State, Zip: _____ Home Phone: _____

Department: _____ Discipline: _____ Cell Phone: _____

Other disciplines for which you meet minimum qualifications and/or have FSAs: _____

Location Preference (if any): London / Florence

I am requesting a teaching assignment from Santa Rosa Junior College as part of the Northern California Study Abroad Consortium. I understand that if selected to participate in this program, that I must fulfill all of the instructional duties outlined in Article 17 of the AFA/District Contract, with the exception of College Service that can only be performed at SRJC. In addition, I will also actively recruit for the program to assure sufficient enrollment and provide extracurricular mentoring and supervision to students as appropriate.

Signature: _____ Date: _____
(Faculty)

Signature: _____ Date: _____
(Department Chair)

Signature: _____ Date: _____
(Dean)

If an applicant plans to teach a course outside of their discipline, written verification from appropriate department chair that minimum qualifications have been met must be attached.

1.0 Curriculum that you propose to teach

1.1 Because we work with the Consortium to plan each semester's curriculum, it is imperative that you provide as much flexibility in terms of course selection as possible. Please give careful consideration to the courses you might offer at each of the international locations. **Preference will be given to instructors and courses that utilize the unique resources, historical/cultural sites and opportunities offered by the Study Abroad locations. To help ensure successful enrollment, the Consortium also favors general education courses with a demonstrated and broad appeal to students. Lecture classes are preferred as lab spaces may be unavailable.**

Please select courses that are **both** UC-transferable (numbered 1-49) **and** that fulfill general education requirements. The committee will consider proposals with up to one course that is CSU-transferable (but not transferable to the UC system). Hybrid-formatted courses will also be considered. Check the SRJC *College Catalog* for the list of courses that meet GE requirements for IGETC and/or CalGETC; you can also find these through ASSIST: <http://www.assist.org/web-assist/welcome.html>

Proposed Courses: Identify at least 9 units of in-person courses that you are qualified to teach in addition to the Life and Culture Course (please see our Faculty FAQs online for more information about this course). If you list more than 9 units of proposed courses (recommended), please rank your order of preference. NOTE: If you list a course outside of your discipline, please provide written verification from the department chair that you meet the [minimum qualifications](#) to teach that course at SRJC.

Proposed Courses

CALGETC/IGETC AREA: In the "IGETC" column below, indicate the UC IGETC OR CALGETC requirement each course satisfies. Be sure to double-check with the catalog or with ASSIST: <http://www.assist.org/web-assist/welcome.html>

Proposed Courses:

	Course Number	Title	Units	IGETC/ CALGTC Area
1.				
2.				
3.				
4.				
5.				
6.				
7.				

1.2 For each of your **proposed** courses, describe in detail how you will tailor the course to each of the international locations. Specifically, how will you incorporate local resources, activities, field trips, and/or experiences from each of the two locales into your instruction and tailor the curriculum for maximum local relevance? **Note:** This aspect of the application is very important because the Study Abroad Program seeks to enhance and enrich existing curriculum in the foreign setting.

2.0 Recruitment

- 2.1** Part of the commitment for Study Abroad is that instructors **must** actively recruit students to help ensure that students are aware of and attracted to the program. Faculty selected **must** attend all orientation activities including one in-person off-campus meeting in either August or January of the semester before you teach abroad and the departure meeting for students and faculty. The location of these meetings rotate between the Districts. Faculty must initiate activities such as classroom visits, information meetings and tabling at student or community events. The Study Abroad Office provides posters, brochures, a website, email announcements, and other recruiting materials (please click here <https://study-abroad.santarosa.edu/prospective-srjc-instructors> and scroll to the bottom and read “How to Recruit Students for SRJC’s Study Abroad Program” before completing this section). Please also comment on social media options.
- 2.2** Describe any experience you have had in the past with respect to recruitment or program marketing activities.
- 2.3** Describe strategies or activities you can use to generate excitement and recruit students for the program beyond the standard information sessions and class visits.

3.0 Your Experience Abroad

- 3.1** Please list your prior experience abroad as a student, faculty or traveler.
- 3.2** Briefly explain why you want to teach for the Study Abroad Program, and describe any special qualifications or disciplinary expertise that makes you well suited to teach abroad.
- 3.3** Indicate any foreign languages that you speak and your level of proficiency.
- 3.4** Faculty must be prepared to spend additional time with students while teaching abroad, such as time spent mentoring, traveling together on field trips, and counseling them about their experiences and cross-cultural challenges. Describe any experiences you have had acting in a similar role.

Please email completed application (with all digital signatures included) to:

kloewen@santarosa.edu

Please work with your department AA to obtain digital signatures or scan and send originals.

Late applications will not be considered.

Have questions? Need help or advice?

Please contact Kerry Loewen (707-524-1519) kloewen@santarosa.edu

Or Patty Warne pwarne@santarosa.edu

Please note:

The Study Abroad Committee will review and rank applications starting on **October 6, 2025**.

The top three ranked candidates will be invited for interviews with the committee on October 23, 2026 between 10:30 and noon. No other interview times will be available.

(See this info online here: <https://study-abroad.santarosa.edu/prospective-srjc-instructors>)