



Santa Rosa Junior College Study Abroad Faculty Application Summer 2026

Program Highlights:

- The summer program is a faculty-led program with a destination proposed by the faculty or faculty team. Please note that Associate faculty must team up with a regular contract faculty member for any proposal.
- Instructor or Instructor team designs a 3 – 7-unit instructor-led study abroad program. While the field(s) of study and locale are open, the committee encourages applications for non-European destinations where there will be sufficient demand to recruit a minimum of twenty-two students. Please note that we will not accept summer applications for London, Barcelona or Florence. Please contact Kerry Loewen, Dean of Study Abroad to confirm location feasibility.
- The length of the program may run anywhere from 3 to 6 weeks. Shorter programs are less expensive and therefore easier for students to commit to. Hybrid classes are fine if the course is fully contained within the summer term. Any additional hybrid classwork (in person or online) should be completed before the trip begins. The program must be complete when the students return.
- Faculty must recruit 22 to 35 students. Higher numbers usually will reduce the overall cost for students.
- While not required, the Study Abroad Committee recommends that two instructors plan a summer program as a team (at least one must be contract faculty). Courses from different disciplines increase the potential pool of participants. For example, a photography and English instructor have teamed up for a successful trip to Ireland. We are also open to a single contract instructor teaching a single class.
- SRJC contracts with the American Institute for Foreign Study (AIFS) for travel, housing and field trip arrangements. They also provide 24/7 emergency support while on location.
- The faculty are solely responsible for recruiting students for their program and should plan a variety of recruiting activities including scheduling class visits, 9 – 16 informational meetings during the day and evening on both campuses during the two semesters preceding the summer abroad, and other recruiting activities. See the Study Abroad web pages for additional suggestions.

SRJC Faculty Benefits:

- Live and teach abroad for 3 to 6 weeks. Travel on your own before or after the session.
- All faculty, full-time or part-time, are paid at their hourly instructional rate.
- Faculty will be compensated for recruiting at least 22 students during the preceding spring semester, to be paid 5% Base Hourly Salary (Schedule II), amounting to 30 hours base hourly pay (no exceptions).
- Airfare is paid by AIFS.
- Faculty are provided with a housing stipend and assistance in acquiring appropriate accommodations. The actual stipend amount will vary by location and student enrollment based on the AIFS contract.
- Faculty must pay all other costs, such as food, entertainment, and housing costs in excess of the housing stipend.

- Full participation in all scheduled activities on the same basis as the students, including transfers, entrances, sightseeing tours, etc.

AIFS Recommended Locations

São Paulo, Brazil
Istanbul, Turkey
Buenos Aires, Argentina
Sydney, Australia
Salzburg, Austria
Viña del Mar, Chile
San José, Costa Rica
Prague, Czech Republic
Grenoble or Paris, France
Berlin, Germany
Athens, Greece
Dublin or Galway, Ireland
Rome, or Sorrento, Italy
Cape Town, South Africa
Granada, Salamanca, Seville, or Madrid, Spain
Hyderabad, India

We do not accept summer applications for London, Florence or Barcelona.

Other locations are possible. The committee will consider any location where the program is financially reasonable and appealing to students. Please contact Kerry Loewen, supervising administrator for Study Abroad as soon as you identify an alternative location to confirm its feasibility before applying.



SANTA ROSA JUNIOR COLLEGE

FACULTY APPLICATION FOR TEACHING ABROAD Summer 2026

DEADLINE: 12:00 noon, Monday, April 7, 2025

Applications must be submitted electronically with digital signatures (forwarded emails from Dean and Chair indicating their support is acceptable if received by deadline). Incomplete or late applications will not be considered.

Please reserve Friday, April 18, 2025 from 8:30 am – 1:00 pm in case you are selected for an interview with the Study Abroad Committee.

1st Instructor

Name: _____

E-Mail: _____

Campus/Office Location: _____

Work Phone: _____

Home Address: _____

Home/Cell Phone: _____

Department: _____

() Full-Time () Part-Time
Teaching Field/Discipline: _____

Proposed location:

2nd Instructor

Name: _____

E-Mail: _____

Campus/Office Location: _____

Work Phone: _____

Home Address: _____

Home/Cell Phone: _____

Department: _____

() Full-Time () Part-Time
Teaching Field/Discipline: _____

I am requesting a teaching assignment from Santa Rosa Junior College as part of the Summer Study Abroad Program. 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. In addition, I will also actively recruit for the program.

Signature: _____ Date: _____
Faculty

Signature: _____ Date: _____
Department Chair

Signature: _____ Date: _____
Dean

Signature: _____ Date: _____
2nd Faculty (if applicable)

Signature: _____ Date: _____
2nd Department Chair (if applicable)

Signature: _____ Date: _____
2nd Dean (if applicable)

1.0 Curriculum that you propose to teach

The goal of the summer study abroad program is to offer students and instructors an abbreviated but intensive study abroad experience. The summer study abroad curriculum and locations are determined by the instructors, so applicants must tailor their courses to make use of local resources, historical/cultural sites and other unique opportunities available in the selected country.

To help ensure successful enrollment, the Study Abroad Committee favors any SRJC courses (6-7 units total) that would have broad student appeal.

- 1.1** For each of your proposed courses, describe **in detail** how you will integrate your location into the syllabus. Specifically, how will you incorporate local activities, field trips, and excursions into your instruction?

2.0 Your Experience Abroad

- 2.1** Please list your prior experience abroad as a student, instructor or traveler.

- 2.2** Briefly explain why you are proposing the study abroad program described above and summarize any special experience, qualifications or disciplinary expertise that makes you well suited to teach abroad.

- 2.3** Indicate any foreign languages that you speak and your level of proficiency.

- 2.4 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 as appropriate to adjust to life abroad. Describe any experiences you have had acting in a similar role in the past.
- 2.5 Cultural attitudes vary from country to country, and students may experience discrimination while studying abroad. How do you plan to help students cope with this?

3.0 Recruitment

Part of the commitment for Study Abroad is that instructors must promote and market their program to help ensure that students are aware of and attracted to the program. Faculty selected must create promotional materials such as PowerPoints and devise a variety of recruitment activities such as class visits, informational meetings, and tables at student events. The Study Abroad Office provides posters, brochures, a website, and email announcements. Faculty are compensated for recruiting at least 22 students during the preceding spring semester, to be paid 5% Base Hourly Salary (Schedule II), amounting to 30 hours base hourly pay (no exceptions).

- 3.1 Describe any experience you have had in the past related to this recruiting responsibility.
- 3.2 Describe any unique activities you envision to generate excitement and recruit students for the program. Please see typical recruiting expectations at <http://study-abroad.santarosa.edu/prospective-srjc-instructors>.

Please email completed application (with all digital signatures included) to: studyabroad@santarosa.edu
If you are unable to obtain digital signatures, please forward your Chair and Dean approvals. All applications and required approvals must be received by 12:00 noon on Monday, April 7. Late applications and/or approvals will not be accepted. Faculty are responsible for obtaining all approvals.

*Have questions? Need help or advice?
Contact [Kerry Loewen](#) or [Patty Warne](#)*

For further general information about the Study Abroad Program at SRJC, including FAQs for faculty applicants, visit our website at <https://study-abroad.santarosa.edu/>