FACULTY EXCHANGE PROGRAM GUIDELINES

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FSR.009 – Faculty Exchange Program Guidelines

Contact:
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**Faculty Exchange Program Guidelines:**

Successful exchanges grow out of careful planning and, consequently, require that strategic groundwork be developed in advance of signing a memorandum of agreement. The Office of International Studies & Programs will be glad to discuss the process and assist with the planning and development of exchange agreements.

As well, a CUNY Board Resolution must be approved for all exchange agreements before they can be signed by the College President. Because this process involves a review in several CUNY central offices, all exchange agreements need to be proposed at least five months in advance of their execution. At least this much time is required for faculty planning and recruitment. The CUNY template for faculty exchange agreements can be found at:


Reviewing this template will provide a sense of the scope and nature expected of CUNY exchange agreements. Again, the Office of International Studies & Programs can provide an overview of this process, assist in the planning and drafting of a proposal, and prepare the documentation necessary for a Board Resolution.

Faculty proposing an exchange programs must submit a proposal containing the following:

A. A coversheet, which includes
   1. The name of the primary John Jay faculty sponsor, and the names of two other John Jay faculty members who will support the exchange or participate in it.
   2. Name of the partner institution overseas.
   3. Nature of the exchange; e.g. research, faculty teaching, etc.
   4. Duration and timing of exchange; e.g. fall or spring term, academic year, number of weeks during term or during winter or summer break.
   5. Signature of the department chairperson(s) of the faculty participating in the exchange.

B. Brief description of the nature of the exchange. If a faculty teaching exchange, please describe how the teaching power of the department/program will be maintained during the exchange.

C. Brief description of the partner institution and its fit with the John Jay curriculum or mission.
D. Target audience for the exchange; e.g. faculty with interest or expertise in a specific field of study. Please note any skills, abilities or specific courses which must be taught for participation in the exchange; e.g. language ability, lab experience, etc.

E. Anticipated number of participants per year.

F. Description of how the exchange program will be regularly assessed.

Once submitted the proposal will be reviewed by the Committee on International Programs and the sponsoring faculty invited to a meeting of the Committee to present the proposal. Revisions may grow out of this process and, upon completion, the Committee will forward the proposal to the Office of the Provost for approval and subsequent submission to the CUNY Board of Trustees for approval.