

Memorandum

To: JCCC International Grant Applicants

From: Carolyn Kadel, International Education Office

As part of its ongoing efforts to internationalize the campus and the curriculum, JCCC provides opportunities for faculty and staff to participate in international professional conferences and exchange programs that provide direct benefit to the college and enhance the employee's knowledge and understanding of other cultures. International travel will be coordinated by JCCC's International Education Office, and subject to these travel guidelines.

Eligible faculty and staff may seek funding from their department, the Staff Development Office, and from an International Travel Grant available through the International Education Office. Approval for such funding will be based upon appropriateness of request, availability of funds, and other criteria as may be established in each of these respective areas. The highest priority in funding decisions will generally be given to:

- opportunities that result in serious professional development; have classroom, job or curricular impact; and further institutional goals
- faculty and staff who have not had significant experience overseas; and
- faculty and staff who have not previously received institutional support for international activity.
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Personal travel, while often beneficial, cannot be funded through college sources.

Faculty and staff who receive International Travel Grants are expected to share their experiences with the JCCC community at the monthly International Roundtable series on campus, as well as through articles in the International Education newsletter.

Applications must:

- **Be typed**
- **Indicate a current IDP on file with Staff Development**
- **Include a completed Travel Authorization with supervisor's signature**
- **Have signatures on items 1, 2, and 3 on the Routing Chart (page 3)**

International Grant Application

Name _____ Division _____

Job Title _____ Initial Employment Date at JCCC _____

This application is for:

- ___ A semester- or year-long professional assignment
- ___ A professional development seminar
- ___ A short-term professional visit to an academic institution in another country
- ___ An international conference
- ___ Other (explain below)

Proposed date and location of anticipated exchange _____

Date and location of previous international grant projects _____

Anticipated budget for exchange:

Registration _____

Transportation:

Local _____

Airfare _____

Food _____

Lodging _____

Other _____

Total Amount _____

Amount requested from International Education _____

Amount available from your department _____

(The maximum amount possible for international travel, from all JCCC sources, is \$2,000.)

Please provide the following information:

1. Describe the proposed activities and responsibilities during this international opportunity.
2. Describe the professional growth anticipated from this exchange.
3. Indicate specific ways in which this exchange could benefit your work area and Johnson County Community College.
4. Indicate specific ways in which this activity might affect students.
5. If you have *previously* received an International Grant for travel, please attach documents that verify that your prior trip has substantially affected your professional life. These documents may show how your travel has 1) influenced your teaching; 2) contributed to the College's mission; or 3) informed your service to the wider community, in the following relevant areas:
 - Course design and content
 - Teaching outcomes
 - Department and program offerings
 - Delivery of student services
 - Presentations to the community
 - Participation in community services or events
 - Conference presentations
 - Professional publications

If you wish to apply for supplemental funds in addition to the International Grants funds, please complete the following information as your application to Special Grants.

Special Grants Application Supplement to International Grants Application

Employment Status: Full Time _____ Adjunct/Part Time _____

Registration Fee (please attach completed registration form) \$ _____

For which of the following Special Grants options are you applying? Choose only one:

- _____ Center for Teaching and Learning Grant—up to \$2,000
- _____ Project Grant—up to \$1,500
- _____ Specialized Training Grant—up to \$1,500
- _____ Conference Presentation Grant—up to \$800
- _____ Conference Participation Grant (adjunct only)—up to \$600

Which goal(s) of your Individual Development Plan will be satisfied by this activity? (Please list the goals specifically.)

Please include with this application the following materials:

1. Copy of agenda, program, completed registration form or other supporting material.
2. Completed and signed Travel Authorization Form.
3. Submit this completed sheet with your International Grant Application to the International Education Office.
4. After the trip is completed, contact Staff Development for reimbursement instructions. Reimbursement will be no more than the total of the approved request. Receipts are required for reimbursement.

ELIGIBILITY

1. To be eligible for international travel funding, the following employment criteria must be met:
 - a) Full-time faculty and staff must have completed at least three years of full-time employment;
 - b) Adjunct faculty must have completed at least six semesters of employment;
 - c) Part-time staff must have completed at least three years of part-time employment.
2. In most circumstances, an eligible employee may receive funding for a short-term international visit or professional development seminar once every two years.
3. Any employee who has participated in a long-term international assignment or exchange (one semester or one year) will not be eligible to begin another until he/she has completed six years of continuous full-time service following the assignment or exchange.
4. Where appropriate, the Director of the International Education Office may submit a request to the college president or his/her designee to grant an exception to the Eligibility criteria if he/she determines it appropriate and in the best interests of the college.

CONDITIONS

1. General
 - a. Completed written applications will be considered at the monthly meetings of the International Education Committee. Applications should be submitted to the International Education Office, SC 200, by the second Tuesday of the month to be considered at the next meeting.
 - b. A staff member requesting an international grant must have a current IDP on file with the Staff Development Office and include it with the written application.
2. Short-term International Visit or Professional Development Seminar
 - a. The standard international travel grant will generally not exceed \$2,000.00 from all JCCC sources. **The appropriation may be adjusted to a higher or lower amount depending on the availability of funds and the merits of the proposal as determined by the International Education Committee. Where appropriate, the Director of the International Education Office after consultation with the International Education Committee and the appropriate Dean, may submit a request to the college president or his/her designee to grant approval for an amount higher than the standard international travel grant if he/she determines it is in the best interests of the college based on the purpose of the travel and the value to the college.**
 - b. The location and terms of short-term assignments will be coordinated with the Director of the International Education Office.
 - c. Staff and faculty who participate in short-term visits will be granted professional conference leave for the duration of the specific assignments. Any days taken in excess of the specific assignment will be handled in accordance with applicable college leave policies.
3. Long-Term International Assignment or Exchange

- a. The standard international travel grant will generally not exceed \$2,000.00 from all JCCC sources. **The appropriation may be adjusted to a higher or lower amount depending on the availability of funds and the merits of the proposal as determined by the International Education Committee. Where appropriate, the Director of the International Education Office after consultation with the International Education Committee and the appropriate Dean, may submit a request to the college president or his/her designee to grant approval for an amount higher than the standard international travel grant if he/she determines it is in the best interests of the college based on the purpose of the travel and the value to the college.**
- b. The time of the assignment or exchange will be counted as continuous service when determining sabbatical leave eligibility or salary conditions.
- c. The location and terms of the assignment or exchange will be coordinated with the Director of the International Education Office.
- d. Exchanges will be considered only when the services and abilities of the staff members can be found to be advantageous to both institutions.
- e. Salary during an exchange will depend on the location of the exchange and the agreement with the foreign institution. Generally, regular salary will be paid for direct exchanges in the same subject area, providing that no compensation is provided by the other institution. Regular salary is defined as the salary being paid at the time the leave begins or salary that would have been received if the staff member were assigned regular duties at that time. In the event that the period covered by the leave spans more than one fiscal year, a staff member will be eligible for consideration for any Board-approved salary adjustments upon return from the exchange.
- f. Life insurance, health insurance, disability insurance and tax-sheltered annuities shall continue, during the exchange on the basis of the regular base salary and to the extent permitted by college policy and by the applicable insurance carrier.
- g. A full-time staff member participating in a semester- or year-long assignment or exchange must wait one full year before taking a sabbatical leave, even if he/she is eligible during the year following the exchange.

OBLIGATIONS

1. Applicants are responsible for obtaining all necessary travel documents such as passports, visas, health certificates, etc.
2. Applicants are responsible for any and all travel and living expenses incurred in excess of those provided by the college travel grant.
3. Applicants are responsible for obtaining the required signatures on the Routing Chart and the President's signature on the Travel Authorization Form.
4. A staff member receiving a semester- or year-long exchange leave is required to return to JCCC for a period of one contract year following the leave. Failure to do so shall mandate that the staff member reimburse the College for salary paid to the employee and fringe benefits paid on the employee's behalf.

5. Any resulting exchanges of houses, cars or other personal property are the responsibilities of the exchangees. The College is not responsible for arranging or enforcing such agreements and does not recognize obligations or liabilities on these matters.
6. A staff member receiving a semester- or year-long international opportunity is responsible for securing information about the impact of overseas living on his/her tax obligations.
7. Appropriate hospitality gifts for foreign hosts are the financial responsibility of the applicant.
8. Recipients of international education grants must submit full written reports that describe their experiences and the impact of their experiences on their professional work at the College within one month of completing their travels. This report shall be submitted to the Director of the International Education Office. In addition, a verbal presentation, if requested, will be made to JCCC staff and/or to the Board of Trustees. Failure to file a report will affect future funding.

Agreement: I hereby agree to comply faithfully with the conditions set forth above.

Employee

Date

Only applicants for semester- or year-long exchanges should complete this page.

International Staff Exchange Agreement

Name _____ Title _____

Division/Area _____ Date _____

Period of exchange between _____ and _____

Current Salary _____ Approved Leave Salary _____

Conditions of leave:

During the leave, the College shall:

1. Continue to provide those employee benefits provided in the _____ Contract, subject to the extent covered by the individual staff member's benefit plan and policy.
2. Consider time spent on leave as time spent at the College.

The employee shall:

1. Return to employment at JCCC for a minimum of one year after the expiration of a semester- or year-long exchange.
2. Provide the Director of Staff Development and the International Education Office with a written report covering the exchange experiences and the developments that occurred, no later than two months after the exchange completion date.

AGREEMENT:

I hereby agree to comply faithfully with the conditions of exchange as set forth above and in the International Staff Exchange Guidelines as outlined in the application. I further agree to keep the Staff Development Office and the International Education Office informed regarding any significant changes in my plans as set forth in my original application. I understand that should I fail to return to the College for a full contract year following a semester- or year-long exchange, I am obligated to refund the College within three months from the date of my separation from the College such proportion of the amount paid to me during this exchange as the unexpired portion of said contract year may bear to the entire contract year.

Employee

Date

President

Date