

Application for a Faculty Exchange Position at Yokohama College of Commerce

Please complete this form using MS Word, then submit it electronically to your division chair for his or her completion and signature. Deadline for requests is 12 months prior to the period you anticipate visiting YCC. Early submissions are encouraged for planning purposes and to reserve your "slot."

- The optimal period of exchange would be April 1 through August 10. To accomplish this you will need to shorten your spring term classes by approximately two weeks. If this is not possible, YCC may be able to accommodate an exchange that begins during the first week of May.
- YCC provides a small apartment, which could also accommodate a spouse. YCC will try to arrange a meal plan, although only lunches are served in the school cafeteria. UPB provides your salary and medical benefits.
- Teaching/research responsibilities at YCC are flexible and may include: a course in conversational English, a course related to your discipline (with approval from YCC), a non-credit seminar that meets only twice a month, research, etc. For more details, see the Dean of Academic Affairs.

Name:	Date:
-------	-------

Rank/Title:

Division:

Dates you are requesting for exchange:
--

Other person accompanying you?

Japanese fluency level:

For questions 1-3, summarize your responses in 1-2 sentences; include additional information as attachments.

1. Subject(s) you would teach:

2. Research interests:

3. How will a semester in Japan enhance your academic program, your teaching, and/or your professional development?

DIVISION CHAIR

Chair should complete response electronically, then print, sign, and submit to Academic Dean.

Provisions for course coverage while faculty is absent:

Additional comments or concerns:

Signature

Date