

Conditions of Placement and Cooperation

Responsibilities of the China Teachers Program, its teachers, and affiliated Chinese universities.

China Teachers Program Responsibilities

1. CTP will send teams of teachers to Chinese universities to teach English and selected other specialties as requested by the university and agreed upon by CTP. A teaching team will consist of at least four teachers, including at least one married couple. CTP will place teachers in at least two universities in each city where their teachers are located.
2. CTP will cooperate with the Chinese university in selecting qualified teachers. Teachers' applications will be gathered and carefully screened on the basis of academic preparation, work experience, physical health and well being, emotional and mental stability, financial stability, moral character, and insurance coverage. Applications will be sent to the host university for approval.
3. CTP will insure that each of their teachers who come to China meet the following educational and professional standards:
 - a. Possession of at least a BA degree. Advanced degrees (MA, PhD, JD) will receive preference. In rare circumstances a qualified teacher's spouse, who does not have a degree, may be recommended if they meet the other requirements listed below.
 - b. Teaching experience, or extensive experience in business, law, or public service.
 - c. Completion of an intensive 100-hour preparation workshop prior to their departure for China. The workshop includes forty hours of instruction and hands on practice in Teaching English as a Foreign Language (TEFL); twenty hours of instruction in Chinese history, culture, geography and politics; and twenty hours of instruction in basic Chinese language.
4. CTP will provide on-site visitations and training for teachers in China and will conduct a mid-year in-service training conference for all teachers.

Teacher Placement Process—A cooperative effort between the host university and CTP

1. CTP will match applicants with the needs of the Chinese universities. Applications for recommended teachers, as well as other necessary documents (curriculum vitae, copies of passports and diplomas, etc.) will be forwarded to the host university by 1 March. Recommendations will be made via e-mail. Applications will also be sent by surface mail.
2. After receiving CTP teacher nominations, the host university will notify nominees and CTP via e-mail by 1 April if the teachers are accepted. If a university does not accept a nominee, they will notify CTP directly so other arrangements may be made.
3. The host university will send necessary visa documents to CTP at BYU no later than 1 June. After receiving these documents, CTP will assist the teachers in obtaining visas to enter China.
4. No later than 1 August, the host university will provide incoming teachers with the following:
 - a. Basic contract information, including the stipend, hours of work, classes to be taught, dates for beginning and ending the academic year, and status (*i.e.*, Foreign Expert etc.). The official contract may be signed after the teachers arrive in China.
 - b. A list of any courses the teachers are to teach other than oral or written English (*i.e.*, literature, culture, law, economics, business, etc.). This will allow teachers adequate time to obtain materials and prepare lessons.
5. CTP will work with the host university in arranging teacher transportation to/from China.

Teachers' Responsibilities

1. CTP teachers are obligated to remain for one full academic year, according to the academic schedule of the Chinese university. Teachers will be allowed to observe all Chinese holidays, as well as all Sundays and Christmas day. (Teachers may be asked to teach one Sunday each in October and May to make up for classes missed as a part of National Holidays.
2. CTP teachers are required to attend a mid-year training session in Hong Kong in the latter part of January. This conference is scheduled to coincide with the completion of the fall semester at the majority of universities where there are CTP teachers.
3. Teachers are expected to teach 12–14 hours per week, with no more than 6 hours assigned to teaching writing classes, with no more than 120 total writing students, and no more than 250 total students. No teacher will be assigned to teach more than 14 hours per week except by mutual agreement between the teacher and CTP, with an appropriate pay adjustment. Any such agreements are on a case by case basis and are not intended to set a precedent for other teachers in the future.
4. Teachers will observe the laws of China, and the regulations of the host institution. While they may practice their own religion, they shall respect both the religious policy and moral norms and customs of China and shall not conduct any activities incompatible with their status as a teacher. Specifically, they will not discuss politics or religion generally, nor answer detailed questions about their own religion either in class, in public places, or in the privacy of their own housing. They will not distribute religious material and information nor suggest places where such information may be obtained.
5. Teachers will arrange to have adequate medical and emergency evacuation insurance coverage while in China.
6. Teachers will act and dress in the same professional manner as teachers at Brigham Young University, including being on time to class, being prepared, giving students a course outline, having a clear evaluation plan, maintaining office hours for student consultation, returning assignments in a timely manner, and maintaining a professional relationship with all students.
7. Teachers will be good institutional citizens. They will be willing to participate in faculty meetings, speech contests, English Corners, etc., and to do their fair share of administrative work.

Host Universities' Responsibilities

The following guidelines, based on recommendations by the *State Administration of Foreign Experts Affairs (SAFEA) People's Republic of China*, are proposed for host universities:

1. The host university will arrange for all necessary Chinese identification and registration documents upon the teacher's arrival. This will include a "Residence Permit" which allows the teacher multiple entries into China. The host university will give all such documents and return the teacher's passports to them within 30 days of their arrival in China.
2. Provide adequate housing which should include: utilities, furniture, bedding, linen, towels, heat, fan or air conditioning, bathtub or shower, access to clean drinking water, refrigerator, stove and cooking utensils, dishes and silverware, internet hookup, phone, TV, desk and bookcases, and access to a washing machine.
3. Provide medical coverage as provided to other teachers at the university.
4. Pay all fees associated with health exams required by the host university or the local

government while the teacher is in China. CTP teachers will come to China with current, thorough medical exams filled out on official Chinese government forms. If a second exam is required in China, the host university will cover the costs.

5. Assist the teacher with transportation needs:

- Assist with transportation to/from the teacher's city of residence in the U.S.
- Provide transportation from the city of entry in China to the host university.
- Assist teachers in making arrangements for travel within China and to Hong Kong.
- Provide "in-city" work transportation. Arrange teaching schedules so that teachers have to travel to satellite campuses not more than two days a week.
- Reimburse the teacher for shipping costs of bringing teaching materials to China that are requested by the host university.
- Provide an allowance to help teachers ship personal belongings home. This reimbursement will be for either 24 kilograms of airfreight or 1 cubic meter if shipped by ground or sea.

6. Classify teachers as either **Foreign Experts** or **Foreign Teachers**. The appropriate classification will be determined by the host institution, and agreed upon by CTP. Classification will take into account the teacher's educational background, and working/teaching experiences. The Foreign Expert classification is appropriate for teachers with an advanced degree (PhD, JD, MA, MBA, etc.) and others who have significant relevant experience.

7. Provide a monthly living stipend for CTP teachers. SAFEA suggested minimums are:

4,000 RMB for doctoral degrees, 3,500 RMB for masters degrees, 3,000 RMB for bachelors degrees, and 2,500 RMB for instructors. This stipend is based upon a 12–14 hour classroom teaching assignment per week. This stipend covers an eleven-month period and is paid during holidays and the semester vacation. Monies paid during these times are not "extra funds" which are given to be used for travel.

8. Provide an annual vacation allowance of 2,200 RMB to be paid at the end of fall semester. If a teacher does not complete the academic year, this money will be refunded.

In the event that a teacher fails to abide by these terms, he/she will be asked to return to the U.S. In the event the host university fails to abide by these terms, the teacher has the right to resign and have the university provide a return air ticket to the U.S. for the teacher.

The China Teachers Program of the Brigham Young University David M. Kennedy Center for International Studies highly values its relationship with affiliated Chinese universities. It fully commits to conform to the responsibilities outlined herein, as accepted by affiliated Chinese universities.

This document becomes valid only when agreed upon, in writing, by both the China Teachers Program and the affiliated Chinese university.