Applying For An Assistant Instructor Position
With East Asian Languages And Cultures

Thank you for your interest in applying for an Assistant Instructor (AI) position in East Asian Languages and Cultures (EALC). Please review the following information regarding important guidelines for the application and some FAQ’s to keep in mind as you complete application. Please feel free to contact the EALC Department Graduate Secretary (emgarcia@indiana.edu) (856-4959) if you need additional assistance.

Application Schedule:

- Interested students can download the online application form or pick up an application from the EALC Office in Goodbody Hall Room 230 beginning in October.
- All application materials are due to the EALC Graduate Secretary located in Goodbody Hall Room 230 no later than February 15th 2013. No exceptions will be made regarding this deadline so please plan accordingly.
- 2013 Spring hiring is for the upcoming academic year. AI Appointments will begin in Fall 2013. (The 2013-2014 Academic Year)
- Hiring decisions will be made in late April or early May. You will not have your decision before that time.

Time line:
- October-January:
  - Obtain Application
  - Complete Application and Request References
  - Submit Completed Application and Materials to Erin Garcia
- April-May Receive Decision

What to submit:
- Completed AI application form
- A one-page “Statement of Purpose” This should include:
  - Your qualifications for serving as an AI
  - Your academic goals
  - Progress toward your degree
- Two letters of recommendation from faculty, addressing your potential for academic work and for teaching
- A copy of your CV/Résumé
- Evidence of the quality of your teaching, if you have previously taught (evaluations, video or DVD, lesson plans, etc.)
- If you have applied for an AI-ship with EALC in the past, you will **NOT** be able to re-use your previous application materials. Please plan to submit a new statement of purpose, new recommendation letters and an updated CV.
- You may be called in for an interview

**Some things to keep in mind:**
- Nearly all AI-ships in EALC are for language teaching in Mandarin Chinese, Japanese, and Korean.
- First priority for AI-ships in EALC goes to qualified graduate students within the department.
- AI-ships in EALC are very competitive. Being a native speaker of Chinese, Japanese, or Korean, does not necessarily qualify you for language teaching in EALC.
- All AIs at IU are required to have a certain level of English language proficiency.
- All AIs are required to take the Test of English Proficiency for AI Candidates (TEPAIC). **If you do not pass this test, you cannot teach at IUB.**
- If you are a finalist for an EALC AI-ship, we will arrange for you to take the test. You can find more information on the TEPAIC test at [http://www.indiana.edu/~dls/publications/Introduction.htm](http://www.indiana.edu/~dls/publications/Introduction.htm).
- Recommendations from IU faculty members are preferred; however, we do also accept reference letters from other Universities.
- Your recommendation letters should be sent directly to the department by your recommenders. This can be as an email attachment to emgarcia@indiana.edu or through mail/DHL/Campus mail etc.

**ATTN: Erin Garcia (AI Application)**
Department of East Asian Languages and Cultures
Goodbody Hall Room 230
1011 East Third Street
Bloomington, IN 47405

You may also deliver the recommendations and your application packet to Erin Garcia in person. She is located in Goodbody Hall Room 230. The letters must be in a sealed envelope signed on the seal by your reference.
- If you are hired, you will need to be available for a full week of AI Training which will be held prior to the start of Fall semester.

Please feel free to contact Erin Garcia, the EALC Graduate Department Secretary ([emgarcia@indiana.edu](mailto:emgarcia@indiana.edu)) (856-4959) with any questions about the application process.