

East Asian Languages and Cultures

Goodbody Hall, Room 250
1011 East Third Street
Bloomington, IN 47405

phone: 812-855-1992
fax: 812-855-6402
ealc@indiana.edu

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). Below are some guidelines for the application and some information to keep in mind as you prepare your application. Please feel free to contact the department with any additional questions that you may have!

Application Schedule:

- Interested students can pick up an application from the EALC office in Goodbody 250 beginning in October.
- All application materials are due to the EALC office on January 31st.
- Hiring is done in spring semester for the upcoming academic year.
- **Hiring decisions will be made in late April or early May. You will not have your decision before that time.**

For example: You can pick up an application in October 2009, turn it in during January 2010, and have your hiring decision for 2010-2011 in April or May 2010.

What to submit:

- Completed AI application form
- A one-page statement detailing your qualifications for serving as an AI, your academic goals, and your progress toward your degree
- Two letters of evaluation from faculty, addressing your potential for academic work and for teaching
- 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 and reference letters.**
- 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 is for 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 cannot pass this test, you will not be allowed to teach. If you are a finalist for an EALC AI-ship, we will arrange for you to take the test.
- Recommendations from IU faculty members are preferred, however, we can also accept reference letters from another university.
- Your recommendation letters can be sent directly to the department by your references, or turned in with your application packet. If you bring them to the office with your packet, the letters will need to 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 before the start of Fall semester.

Please feel free to contact the department with any questions about the application process.

Best of luck on your application!