

# Faculty Member Application/Self Nomination Form



# SWISS GRADUATE SCHOOL of BUSINESS



SWISS  
GRADUATE  
SCHOOL OF  
BUSINESS



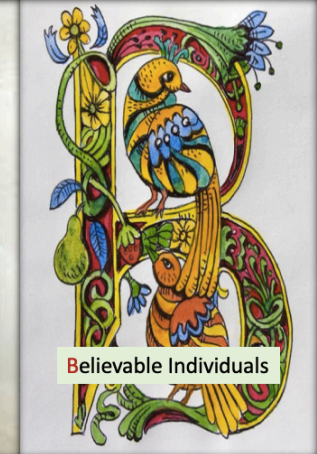
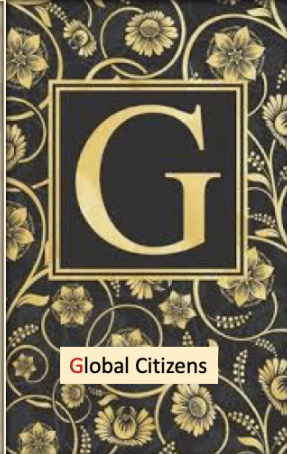
**SGSB - Swiss GSB Business School**  
**Swiss Graduate School of Business**

Successful Communicators

Global Citizens

Social Responsible

Believable Individuals



## SWISS GSB FACULTY MEMBER APPLICATION/SELF NOMINATION FORM



Please complete each section of this application form as fully as possible. Application form can be typed or your own hand written. Please Email completed this Application Forms to the Academic Program Dean, [dean@sgsb.swiss](mailto:dean@sgsb.swiss)



### Faculty Teaching Fees :

Undergraduate 🌀 Graduate 🌀 Postgraduate Programmes

- Sfr.130 Per Hour : Teaching at SGSB from 1~3 semesters
- Sfr.150 Per Hour : Teaching at Swiss GSB from 4~6 semesters
- Sfr.180 Per Hour : Teaching at Swiss GSB from 7 semesters on.

### Please Tick Teaching Field(s) :

- Foundation BBA, Pre-Bachelor
- Undergraduate, Bachelor, BBA, Executive BBA
- Foundation MBA, Pre-Master
- Graduate, Master, MBA, Executive MBA
- Postgraduate, Doctorate, DBA, PhD, AMP (Advanced Management Program)

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❖ **If applying to be a Professor for a specific course, please indicate the name of the course(s):**

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## 1. PERSONAL DETAILS

NAME	
HOME ADDRESS	
TELEPHONE (HOME)	
TELEPHONE (WORK)	
TELEPHONE (MOBILE)	
EMAIL ADDRESS	
TEACHING COUNCIL NUMBER	
EMPLOYMENT STATUS (Permanent full-time, fixed term contract, part-time, retired etc)	

## 2. BUSINESS SCHOOL DETAILS (if relevant) – current or former if retired

SCHOOL NAME	
SCHOOL ROLL NUMBER	
SCHOOL ADDRESS	
SCHOOL PRINCIPAL NAME	
SCHOOL PHONE	
SCHOOL/PRINCIPAL EMAIL ADDRESS	

## 3. (a) AVAILABILITY for Lecturing

Please list your availability (Full-time, Half-time, Day-time, Evening-time) for course delivery with day

1	
2	
3	

## (b) AVAILABILITY for Timing

Confirm your availability to deliver the course you are applying for (tick all that apply):

TIME	Yes	No
During school holidays – summer (first week July)		
During school holidays – summer (second week July)		
During school holidays – summer (end August)		
Weekdays – during school time		

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Weekdays – after school hours		
Weekends		

## 4. ACADEMIC BACKGROUND

### (a) THIRD LEVEL QUALIFICATIONS

Please provide details of all third level qualifications, including your teaching and post-graduate qualifications.

Title of Qualification	Institution/Conferring Body	Dates from/to	Full/Part time

If you already have taught courses, please list the Subject Areas you teach:

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### (b) Ongoing Study

Please detail any education programmes in which you are currently engaged.

College/Institution	Title of Course

## 5. PROFESSIONAL DEVELOPMENT RELATED TO BUSINESS ADMINISTRATION FOR TEACHING, LEARNING and ASSESSMENT

Please provide details in the table below of any teacher professional development courses related to ICT for teaching, learning and assessment that you have participated in **in the past five years**.

Course name	Name of Provider	Approx dates	Format (face to face or online)	Venue (if applicable)
Course name	Name of Provider	Approx dates	Format (face to face or online)	Venue (if applicable)

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## 6. EMPLOYMENT HISTORY

(a) Teaching Experience - general

Year(s)	School(s)

(b) If you are a Post-Holder in your school, please give details:

Post	Responsibilities

(c) Outline any additional work experience outside of the teaching/school domain (not already mentioned above)

EMPLOYER NAME	
DATES TO/FROM	
POSITION	
DESCRIPTION OF MAIN DUTIES & RESPONSIBILITIES	

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EMPLOYER NAME	
DATES TO/FROM	
POSITION	
DESCRIPTION OF MAIN DUTIES & RESPONSIBILITIES	

EMPLOYER NAME	
DATES TO/FROM	
POSITION	
DESCRIPTION OF MAIN DUTIES & RESPONSIBILITIES	

**7. RELEVANT EXPERIENCE and AREAS OF EXPERTISE**

(a) Please detail your experience and expertise in the area of ICT in learning and teaching that demonstrates your suitability as a tutor. If you are applying for a particular course, please outline specific experience relevant to this course.



(b) Please give examples of media/applications you regularly use for learning, teaching and assessment.

**8. LECTURING EXPERIENCE**

If you have lectured courses for Higher Education, or for any other teacher professional development organisations **in the past five years**, please provide details below.

Name of Course	Education Institutes/location	No. of times/semesters/years delivered approx.	Format (face to face or online)	Years (in which lectured)

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## 9. OTHER RELEVANT INFORMATION to support your application

## 10. ADDITIONAL QUESTIONS (Note these are not essential criteria but will assist education centres in the planning for future course delivery.)

	YES	NO
(a) Would you be willing to join other school extracurricular activities just being together with students to support and assist at a future date?		
(b) Would you be comfortable delivering your courses through the medium of SGSB System?		
(c) I have lectured / taught through online		

## 11. REFERENCES

Please provide contact details of one person from whom references may be obtained.

Referee's Name	
Position	
Address	
Telephone Number(s)	
Email Address	

## 12. Swiss GSB Business School in Higher Education Professor Agreement

	YES	NO
Have you accepted to teach and guide your students friendly and flexibly at the <b>Swiss GSB Business School</b> in Higher Education Professor Agreement?		

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## Notes:

- 1) The signing of the application form and by admission of a person to a competition, is not to be taken as implying that such person fulfils the requirements and does not carry a guarantee that your application will receive further consideration.
- 2) When your application form is received, we create a computer record in your file, which contains much of the personal information you have supplied on your application. This personal record is used solely in processing your application.
- 3) Your Application details will only be shared The Swiss GSB Business School on your application.

## Required Supplement Documents:

- 1) Incl. Faculty Member Application/Self Nomination Form
- 2) Updated CV – Resume
- 3) Scanned Business Card
- 4) Scanned Passport Copy
- 5) Scanned Swiss Residential ID

## How & Where to Send all Documents:

- Please complete each section of this application form as fully as possible.
- Application form can be typed or your own hand written.
- Please Email completed this Application Forms to the Academic Program Dean, [dean@sgsb.swiss](mailto:dean@sgsb.swiss)



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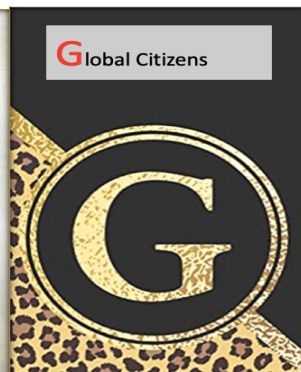
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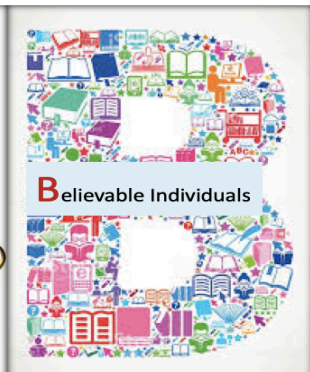
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