

TO BE COMPLETED BY SEARCH COMMITTEE

Department Name:

Pool Title:

Duties of the Position: *(attach additional pages as needed)*

Professional Qualifications: *(attach additional pages as needed)*

What degree is required for this position? Please be specific:

How many years of University teaching do you require for this position?

Do you require any other research/work experience for this position?

Are there any other qualifications which are desired but not required?

Please specify any additional unique materials you need other than Cover Letter, Resume/CV?

Statement of Research Interests	Teaching Philosophy
Student Evaluations	Contact Information for 3 References
Other:	Other:

TO BE COMPLETED BY SEARCH COMMITTEE CHAIR

Comments:

**Search Committee
Chair Signature:**

Date:

TO BE COMPLETED BY DEAN

Comments:

Dean Signature:

Date:

TO BE COMPLETED BY AVP FOR UNIVERSITY PERSONNEL

Comments:

AVP University Personnel Signature:

Date:

INFORMATION ABOUT THE USE OF THIS FORM

For use by the Department Search Committee to define the specifics of the position for this lecturer pool search. This information will be inserted into the Position Opportunity Announcement after approval by the Dean and AVP of University Personnel.

COMPLETE FIELDS AS FOLLOWS

Department Name	Name of hiring department.
Pool Title	Title of pool position as you would like it to be posted in the Position Opportunity Announcement (POA).
Duties of the position	Description of duties for pool position. This is the description of duties that should be used in the Position Opportunity Announcement (POA).
Professional Qualifications	The responses to these questions should be used in the Professional Qualifications section of the Position Opportunity Announcement (POA)
	What degree is required for this position?
	How many years of University teaching do you require for this position?
	Do you require any other research/work experience for this position?
	Are there any other qualifications which are desired but not required?
	Please specify any additional unique materials you need other than Cover Letter, Resume/CV?

QUESTIONS/CONTACT

If you have any questions about completing this form, please contact academicpersonnel@sonoma.edu.