SONOMA STATE UNIVERSITY | Office of Faculty Affairs

LECTURER QUALIFIED COURSE FORM
For All Lecturers (including three year contract)
Please complete worksheet and return to the search committee chair.

TO BE COMPLETED BY LECTURER

Employee Name:

Department Name:

List courses you are currently teaching and have taught within the last 3 years.   *Attach pages as needed.*

Course	Title	Semester(s) Taught

List courses you are not currently teaching but you may be qualified to teach and would like to be considered for. Describe any experience/education to help determine eligibility.   *Attach pages as needed.*

Course	Title	Education/Experience	*Committee Use Only*

A copy of this form, with the search committee's decision, will be given to the employee and department once the pool refresh is complete.

Employee Signature: | **Date:**

TO BE COMPLETED BY SEARCH COMMITTEE CHAIR

Search Committee Chair Signature: | **Date:**

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INFORMATION ABOUT THE USE OF THIS FORM

The department is currently refreshing their lecturer pool. Please complete this worksheet and return to the search committee chair. This information will assist the committee in determining courses that you are qualified to teach.
This worksheet is for all lecturers in the department including three year contract.
Please attach additional pages as needed.
Final determination of course qualifications will be listed below and returned to you for your records.
Submit to department search committee by pool application deadline.
A copy of this form, with the search committee's decision, will be given to the employee and department once the pool refresh is complete.

EXPLANATION OF TERMS

Courses you are currently teaching	List all course you are currently teaching, or have taught, at SSU.
Courses you are not currently teaching but you may be qualified to teach and would like to be considered for	List established courses you have not taught in this department at SSU, but would like to be considered for in the future. Please list all appropriate education and experience you have for each individual course.

COMPLETE FIELDS AS FOLLOWS

Employee Name	Employee name as it appears in PeopleSoft or on the employee's Social Security Card.
Department Name	Name of lecturers home department.
List courses you are currently teaching and have taught within the last 3 years	List Course, Title and Semester(s) Taught for each course you have taught. Attach additional pages as needed.
List courses you are not currently teaching but you may be qualified to teach and would like to be considered for. Describe any experience/education to help determine eligibility	List Course, Title, and Education/Experience for each established course you would like to be considered for by the search committee. Attach additional pages as needed.

QUESTIONS/CONTACT

If you have any questions about completing this form, please call Faculty Affairs at 664-2192 (CRS 877-735-2929 TTY)