

TO BE COMPLETED BY SEARCH COMMITTEE

Dept. Name:		Recruitment Title:	
Recruitment Type: <i>(choose one)</i>			
<input type="checkbox"/>	TT Instructional Faculty	<input type="checkbox"/>	Visiting Professor
<input type="checkbox"/>	Coaching Faculty	<input type="checkbox"/>	Other <i>(specify):</i>
<input type="checkbox"/>	Librarian (Tenure-Track)	<input type="checkbox"/>	Librarian (Temporary)
Duties and Expectations of the Position: <i>Please answer all applicable questions. Attach additional pages as needed.</i>			
Duties of the position:			
Number of Courses/Units taught each semester:			
Is there a specific curriculum associated with this position? Please list:			
What collaborative courses is the candidate expected to teach for Freshman? Sophomore? Others?			
What general education courses is the candidate expected to teach?			
Professional Qualifications and Application Requirements: <i>Please answer all applicable questions. Attach additional pages as needed.</i>			
What Doctorate is required for this position? Please be specific:			
Are there other terminal degrees or doctorates you would consider for this position? <i>(Dean approval req.)</i>			
How many years of University teaching do you require for this position?			
What kind of additional research/work experience do you require for the position?			
Is there a specific 'Service' component attached to this position?			
Are there any other qualification which are desired but not required?			
Please specify any additional unique materials you need other than Cover Letter, CV?			

TO BE COMPLETED BY SEARCH COMMITTEE CHAIR

Approved	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Search Committee Chair Signature:					Date:

TO BE COMPLETED BY DEAN

Approved	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Comments:					
Dean Signature:					Date:

FACULTY AFFAIRS USE ONLY

Approved	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
AVP Faculty Affairs 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 Announcement after approval by the Dean and AVP of Faculty Affairs.

COMPLETE FIELDS AS FOLLOWS

Department Name	Name of Hiring Department, as it is written in PeopleSoft
Recruitment Title	Title of position as you would like it to be posted.
Candidate type	Choose One: Tenure-Track Instructional Faculty, Visiting Professor, Coaching Faculty, Librarian (Tenure-Track), Librarian (Temporary), Other (specify title the position pool would be for).
Recruitment Type	Choose one: Tenure Track Instructional Faculty, Visiting Professor, Coaching Faculty, Librarian (Tenure-Track), Librarian (Temporary), Other – specify the recruitment that will be occurring.
	Description of duties for position. This is the description of duties that should be used in the Position Opportunity Announcement (POA).
	Number of Courses/Units taught each semester:
	Is there a specific curriculum associated with this position? Please list:
	What collaborative courses is the candidate expected to teach for Freshman? Sophomore? Others?
	What general education courses is the candidate expected to teach?
Professional Qualifications and Application Requirements	What Doctorate is required for this position?
	Are there other terminal degrees or doctorates you would consider for this position? <i>Dean approval required.</i>
	How many years of University teaching do you require for this position?
	Is there a specific 'Service' component attached to this position?
	Are there any other qualification which are desired but not required?
	Please specify any additional unique materials you need other than Cover Letter, CV?

QUESTIONS/CONTACT

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