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| Required Field | Entry |
| Position Title |  |
| Division |  |
| Position ID |  |
| Employment Begins |  |
| # of Months |  |
| Recruitment Type | Faculty |
| Location | College Location |
| # of Openings |  |
| Hourly Range |  |
| Position Status | Temporary |
| EEO Job Category | Faculty and Other Instructional Staff |
| Employee Group | Part-Time Faculty |
| Hiring Manager |  |
| Hiring Manager’s Email Address |  |
| GL Number |  |
| Categorically Funded | Yes/No |
| New Position | No Response/Yes/No |
| Replacement For | N/A |
| Previous Employee Title | N/A |
| Date Left Position | N/A |
| Reason Left |  |
| If other, please specify |  |
| Budget Justification | An instructor is needed to staff scheduled courses. |
| Description of Position |  |
| Duties and Responsibilities | This is auto-populated but can be updated to fit specific posting  Auto-populated information:  Adjunct Faculty duties and responsibilities include but are not limited to:  1. providing instruction in accordance with established curriculum, course outlines and class schedules;  2. creating and maintaining an environment which emphasizes learning, encourages free discussion of ideas and critical thinking;  3. evaluating progress of students concerning educational matters and grades student work;  4. meeting with students outside of class;  5. maintaining appropriate standards of professional conduct and ethics;  6. maintaining current knowledge in the subject matter areas;  7. fulfilling professional responsibilities of a part-time/temporary faculty member;  8. maintaining accurate academic records;  9. performing other related duties as assigned. |
| Minimum Qualifications | This must match the State Chancellor’s Minimum Qualifications description. |
| License/Certificates/Credentials |  |
| Desirable Qualifications |  |
| Proposed Supplemental Questions | Optional. If none, enter N/A |
| Inquiries | Name and contact info |
| Required Documents | Resume, Cover Letter, Transcripts, etc. |