

Part-Time Faculty Pool Posting Template

Posting Details

Academic Home Department:	Name of your Department
Posting Job Title:	Part-Time Faculty Pool, Department of “Name of your Department”
Rank-Title:	Part-time Instructor, Part-time Assistant Professor, Part-time Associate Professor, Part-time Professor -TBD
Recruitment Type:	Part-time Faculty
Area of Specialty - Discipline:	Teaching Discipline
Administrative/Distinguished Title - Working Title if applicable:	
Department Mail Drop ID#:	Your Department Maildrop #
Funding Department Number:	Your Department Funding #
Administrative Home (if applicable):	
Position Status:	Regular Faculty
Is this position new or a current position?	New
Name of Faculty Replacing:	New
Questions About Position Opening:	Name, Title College or Department Contact information
Position Qualifications - Responsibilities:	<p>The Department of _____ at Kennesaw State University is creating a pool of applicants in anticipation of future openings for part-time faculty to teach courses related to _____. Responsibilities may include: (Suggestions follow)</p> <ul style="list-style-type: none"> • Area of specialization (as appropriate) • Teaching expectations (may be specific classes or general statement, graduate and/or undergraduate level) • <p>Other responsibilities that might be listed include the following:</p> <ul style="list-style-type: none"> • Student teaching/clinical supervision • Working with a diverse community • Other qualifications desired to be considered as an ideal candidate. (NOTE: We no longer list “preferred” qualifications; however, “ideal” qualifications are acceptable.)
Required education - experience - skills (minimum qualifications):	<ul style="list-style-type: none"> • Minimum degree (e.g., Master’s degree, earned doctorate; if a specific terminal degree such as Ph.D. is listed, then you can only hire someone with that exact degree) or the foreign equivalent is required. Applicants with the equivalent to the minimum degree in training, ability, and/or experience may be considered. Equivalency guidelines provided in the KSU Faculty Handbook.

	<p>Other qualifications might include:</p> <ul style="list-style-type: none"> • Licenses, certifications, or professional memberships • Specific experiences or skills (e.g., prior teaching, familiarity with specific techniques) • Evidence of teaching and working with a culturally and an ethnically diverse community • Experience teaching on-line or hybrid courses • Record of past teaching at a particular level (e.g., graduate vs. undergraduate) or area (sub-discipline) • Post-doc experience • Experience in a clinical practice <p>(Anything you list should be criteria by which candidates will be measured.)</p>
Application Deadline Date:	Must be at least 1 day from date of close date. Make sure to account for pools that will remain open for an extended period of time.
Date Position Available:	8/1/2013
KSU Faculty Posting Number:	<i>system generated</i>
USG Applicant Clearing House Position ID:	<i>entered by EEO</i>
Terms of Employment:	One-Semester Only
Contract Type:	Part-time
Tenure Track Status:	Non-Tenure Track
Additional Information for Applicants	Applications will continue to be accepted on an ongoing basis for future part-time positions.
Application Instructions	If you would like official transcripts mailed to the department, please indicate that information plus the department's mailing address here.
Special Offline Instructions:	n/a

Budget Position Number for Full-Time Regular and all Temporary Positions

*Entered by Business Manager

Posting Detail Information

Administrative Assistant:	Choose Administrative Assistant from dropdown list to give them access to posting.
Hiring Administrator I	First level approver, hiring supervisor, most commonly the Department Chair. List multiple people if more than one person can approve. Choose from dropdown list.
Hiring Administrator II	Second level approver, most commonly the Dean. List multiple people if more than one person can approve. Choose from dropdown list.
Open Date:	1/1/2013 (first date applicants would be able to apply after posting is approved)
Close Date:	Enter Close Date or select Open Until Filled. System will automatically remove posting on Close Date.
Open Until Filled:	Choose Close Date or Open Until Filled. If Open Until Filled is selected, posting will remain on website, accepting applications, until manually pulled by HAI.
How do you want AAF to advertise this?	External or Internal Only (KSU Website Only).
Will you be posting in any other publications?	Any additional recruitment activities by the department must be listed here, and must actually be advertised. A copy of the advertisement or announcement distributed must be placed in the department's recruitment file.
Kennesaw State University Campus and Location:	Pre-filled
Departmental/College Overview:	Information about your College and/or Department that you think is important.
EEO Statement:	Pre-filled.

Applicant Documents

Required Documents

1. Letter of Application
2. Current Curriculum Vitae
3. Unofficial Transcripts

Optional Documents

None

Reference Request Details

Would you like to collect electronic references?	(optional) Settings tab options will over-ride this section.
Minimum Number of References:	(no required minimum per AAF policy) If not accepting online references this should be 0.
Maximum Number of References:	If not accepting online references this should be 0.
Recommendation Cutoff Date:	If you have a Close Date, remember to give reference providers of last-minute applicants enough time to submit recommendations. If you selected Open Until Filled, leave this blank.
Email Reminder Days:	How often do you want PeopleAdmin system to automatically remind reference providers?
Special Instructions to Reference Provider:	Example: Please provide information on the applicant's teaching and scholarship as it relates to the position for which they are applying.

Guest User

Guest User Credentials

- Username: gu0008
- Password: af1234

*Remember to create the Guest User account for committee members to use.

*The email function has been disabled.

Posting Documents