

Faculty Job Opening Request Form
Limited Term Faculty
See KSU Faculty Handbook Section 4.1.11 for General Expectations

Please complete the information in the 2nd column and forward completed form (in Word format) to facultysearches@kennesaw.edu.

Job Details

# of Openings to Fill	
Position Number(s)	Must include
Department Budget#	
Desired Start Date	
Recruiting Location (Kennesaw or Marietta)	

Position Information

Job Type	Full Time, Limited Term
Tenure Status	Not in a Tenure Type Position
Employment Term (1-semester, 9-month)	
Hiring Department Name	
Name and (OneUSG) Employee ID # of Faculty Being Replaced	

Job Posting Information

<p>Job Posting Title</p> <p>Anything above Instructor must be approved by Academic Affairs prior to submitting request.</p>	<p>Limited Term Instructor of <u>Discipline</u></p> <p>This title will appear on the applicant portal. Please include rank and discipline.</p>
<p>Job Summary</p>	<p>Kennesaw State University is now accepting applications for a <u>one semester (fall or spring) or nine-month</u>, full-time, non-tenure track, Limited Term Instructor of <u>Discipline</u> faculty position in the Department of <u>Name</u> that begins <u>Month and year</u>.</p>
<p>Responsibilities</p>	<p>Include the following, at a minimum:</p> <ul style="list-style-type: none"> Teaching <u>undergraduate and/or graduate</u> courses in the <u>area of specialization</u> (or <u>list specific classes</u>) <p>Teaching assignments will be based on earned degrees and SACSCOC Faculty Credentials Guidelines.</p>
<p>Required Qualifications</p>	<p>Required Qualifications Include: To teach undergraduate courses:</p>

<p>If open rank, include qualifications for each rank.</p>	<ul style="list-style-type: none"> • A Master’s degree, or the foreign equivalent, in a discipline related to Teaching Discipline or a closely related discipline is required. <p>OR</p> <ul style="list-style-type: none"> • A Master’s degree, or the foreign equivalent, in a non-related discipline with 18 graduate credit hours in the teaching discipline is required. <p>To teach graduate courses:</p> <ul style="list-style-type: none"> • A Terminal/Doctorate degree, or the foreign equivalent, in Teaching Discipline or a related discipline is required. <p>NOTE: For ABDs you may add: (Required degree must be earned by start date.)</p> <p>NOTE: If only a specific terminal degree such as Ph.D. is listed, then you can only hire someone with that exact degree. (You could not hire someone with an Ed.D. or JD.)</p> <p><i>(Criteria listed here must be verifiable, such as evidence of, previous experience, successful experience, demonstrated record, etc.)</i></p>
<p>NOTE: If the phrase “or related field” after the <i>teaching discipline</i> above is used, include a list of the related fields associated with the position.</p> <p>This will not be listed on the posting.</p>	<p>List some examples of the related fields. This does not have to be an exhaustive list.</p>
<p>Preferred Qualifications (if applicable)</p> <p>NOTE: Anything listed here can be moved to the Required Qualifications section.</p>	<p>Suggested other qualifications you may include (Be specific for the position):</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 • Willingness to teach in face-to-face, on-line or hybrid modalities • Record of past teaching at a particular level (e.g., graduate vs. undergraduate) or area (sub-discipline) <p><i>(Criteria listed here must be verifiable, such as evidence of, previous experience, successful</i></p>

	<i>experience, demonstrated record, etc.)</i>
Department Contact Information for Job Opening Questions	For questions about this faculty opening, please contact Faculty Name, Email Address and/or, Phone Number . Typically, contact information will be the email/phone number for the department chair or the search committee chair.
College and/or Department Description	A small summary of information about the college and/or department can be included on the job opening if desired.
Job Posting Application Deadline (or Open until filled) - Deadlines may be adjusted to meet minimum posting requirements.	Application deadline is <u>Date</u> . Or For full consideration, please apply by <u>Date</u> . This position is open until filled.
Required Attachments	1. CV 2. Cover Letter 3. Unofficial Transcripts (Official Transcripts and Official International Course-by-Course Evaluations Due Upon Hire) Incomplete applications will not be considered. You may add additional required attachments.
Hiring Manager	
Academic Home Department Chair	
Academic Home College Dean	
Business Manager	
Search Committee Members <u>with (OneUSG) Employee ID #s</u> (not required for limited term searches but can be used for coordinators to review applications)	