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

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| **Position Information** |  |
| Job Type | Full Time, Limited Term |
| Tenure Status | Not in a Tenure Type Position |
| Employment Term (1-semester, 9-month)  **NOTE:**  If hiring for spring the term is only 1-semester) |  |
| Hiring Department Name |  |
| Name and **(OneUSG) Employee ID #** of Faculty Being Replaced |  |

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| **Job Posting Information** |  |
| Job Posting Title  Anything above Instructor must be approved by Academic Affairs prior to submitting request. | Limited Term Instructor of D**iscipline**  This title will appear on the applicant portal. Please include rank and discipline. |
| Job Summary | Kennesaw State University is now accepting applications for a **one semester (fall or spring) or nine-month**, full-time, non-tenure track, Limited Term Instructor of **Discipline** faculty position in the Department of **Name** with a preferred start date of **Month and year**. This position is for work to be performed in the state of Georgia. |
| Responsibilities | Include the following, at a minimum:   * Teaching **undergraduate and/or graduate** courses in the **area of specialization** (or **list specific classes**)   Teaching assignments will be based on earned degrees and SACSCOC Faculty Credentials Guidelines. |
| Required Qualifications | Required Qualifications Include:  **To teach undergraduate courses:**   * A minimum of a Master’s degree, or the foreign equivalent, in **Teaching Discipline** or a closely related discipline is required.   OR   * A minimum of a Master’s degree, or the foreign equivalent, in a non-related discipline with 18 graduate credit hours in the teaching discipline is required**.**   **To teach graduate courses:**   * A Terminal/Doctorate degree, or the foreign equivalent, in **Teaching Discipline** or a related discipline is required.   **NOTE:** For **ABDs** you may add: (Required degree must be earned by start date.)  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.)  *(Criteria listed here must be verifiable, such as evidence of, previous experience, successful experience, demonstrated record, etc.)* |
| **NOTE:** If the phrase “or related field” after the *teaching discipline* above is used*,* include a list of the related fields associated with the position.  This will not be listed on the posting. | List some examples of the related fields. This does not have to be an exhaustive list. |
| Preferred Qualifications (if applicable)  NOTE: Anything listed here can be moved to the Required Qualifications section. | Suggested other qualifications you may include (Be specific for the position):   * Licenses, certifications, or professional memberships * Specific experiences or skills (e.g., prior teaching, familiarity with specific techniques) * 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)   *(Criteria listed here must be verifiable, such as evidence of, previous experience, successful experience, demonstrated record, etc.)* |
| Department Contact Information for Job Opening Questions | For questions about this faculty opening, please contact **Faculty Name, Email Address, and/or Phone Number**. |
| Job Posting Application Deadline:  (The posting will remain open until filled unless you choose the absolute deadline.) | Review of applications will begin immediately. For full consideration, please apply by **DATE**.  OR  Application deadline is **DATE**. |
| Required Attachments | 1. CV 2. Cover Letter 3. Unofficial Transcripts (Official Transcripts and Official International Course-by-Course Evaluations Due Upon Hire) 4. Names, phone numbers, and email addresses of at least 3 references   Incomplete applications will not be considered.  **NOTE:** You may add additional required and/or optional attachments, such as:   * Teaching philosophy and how you will advance student success at KSU |
| College/Department Descriptions | *Will be added by FA team from the approved descriptions.* |
| Hiring Manager |  |
| Academic Home Department Chair |  |
| Academic Home College Dean |  |
| Business Manager |  |
| Search Committee Members **with (OneUSG) Employee ID #s** (not required for limited term searches but can be used for coordinators to review applications) |  |