General	Job Ad	Application Workflov

Job Title *　　　　　　　　Temp Parttime Faculty

Requisition Template *　　　Temp Parttime Faculty (0237)

DETAILS

?

Each requisition must have a valid Requisition Facility Location Address in order to be searchable with geolocation on the Car make the requisition searchable in multiple locations. Internal Recruiting users will have access to this requisition if one or mo constraints, if any, on the user's permission. For multi-location requisitions, if only one location is displayed anywhere in Corr Primary Location. Compliance questions presented to applicants are based on the Primary Location, and any other location-b

Display Job Title *   Temp Parttime Faculty

Employment Area *   Main and Branch Campus Facu

Primary Location *   *your dept name*   Primary Location   **Address** *   1 University of New Me: Albuquerque, NM 8713

Additional Location(s)   ➕ Add Location(s)

Grade   Grade

Cost Center   Cost Center

Contact Phone   *Do Not Fill in*

Employment Type *   Faculty ▼   ○ Full Time   ◉ Part Time   ❓

Currency *   United States Dollar ▼

Compensation *   Per Course ▼

Range   *use your dept. amt. This is just an example* $ 4000   **To** $ 4000

Referral Bonus $ 0

Faculty Type* *   Adjunct ▼

Campus* *   Main - Albuquerque, NM ▼

Academic Location* *   College of Arts & Sciences ▼

Appointment Percent (0 to 100) *   25

Underutilization Information

Duration of Posting   Emergency hire

For Best Consideration Date   8/21/2017   *Start date of Class*

Posting Type* *   External Non-Competitive ▼

Faculty Non-Competitive Exception   Temporary Part Time Faculty E~~mergency hire~~ ▼

Application Instructions

> Attach CV and Cover letter.

Approval Number (If Applicable)   N/A

CIP Code   N/A

Advertising Resources

> N/A

Jobing.com Posting   ☐

HigherEdJobs.com Posting   ☐

HigherEdJobs.com Diversity & Inclusion Email (Requires HigherEdJobs.com Posting)   Select ▼

HigherEdJobs.com Product and Cost Information   If utilizing a HigherEdJobs.com advertizing, **costs may apply**. Visit UNMJobs In information.

Primary Index for Recruitment Costs* *   N/A

Department Contact Name (Last, First)* *   Your name

Department Contact Email* *   your email

Department Contact Phone* *   your phone number

Comments   *Please fill in name of intended person here →*

> This is an external non-competitive EMERGENCY hire for Pamela Anderson to teach Fall 2017 courses.

DESCRIPTION AND QUALIFICATIONS

External	Internal

serif	Size

Description *

Please use the verbiage listed —>

The Department of (xxxxx) may be looking for qualified temporary part-time faculty. This is a semester-by-semester contract and positions will be filled dependent upon budget and course enrollment. The duties of the position include but are not limited to all aspects of teaching and grading of (name classes here) classes assigned. This encompasses preparation of all exams including mid terms and final exams, preparation of materials relevant to classes, and other materials as needed. This may also require coordinating of classes and exams.

Design	HTML

Minimum	Ideal

Qualifications

Times New R...	2

Minimum Qualifications:

- Master's Degree in (xxxx) or related field

- Minimum of three years teaching experience in (xxxxx) or related field

Preferred Qualifications:

- PhD Degree in (xxxxx) or related field

- Previous experience successfully teaching course content or academic creden

Design	HTML

Keywords ⓘ

HIRING TEAM

Requisition Owner(s)

Users listed as 'Primary Owner' or 'Owner(s)' are given partial management rights for the requisition and access to all submiss
If the Primary Owner is removed, that user becomes an 'Owner'. Use the Delete icon to remove any 'Owner'.

Primary Owner *   *Your name will be here*

Owner(s)   ✚ Add Owner(s)

Applicant Reviewer(s)

Users listed as 'Reviewers' are given access to all submissions. The 'Hiring Manager' is the primary reviewer and can be used :

Hiring Manager   User *Your Chairs name*

Reviewer(s)
none for emergency

Applicant Interviewer(s) 🗐

Users listed as 'Interviewers' are only given access to submissions that are scheduled for interviews. These users can be sel

Interviewer(s)   ✚ Add Interviewer(s)   **?**
none

ATTACHMENTS

Attach up to ten (10) documents. ✚ Add Attachment

Document Title	Uploaded By	Upload Date

- *Justification of emergency hire (see template for required verbiage)*
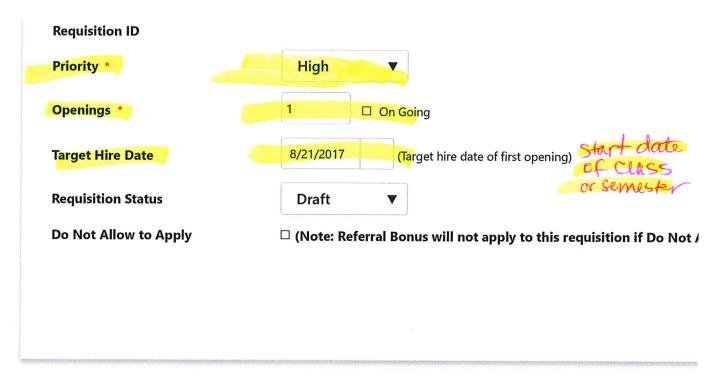- *CV*

Approvals * ✚
- *hiring mgr*   • *Approver1, OFASTPT*
- *SR*   • *Approver2, OFASTPT*

Define an approval workflow for the job requisition. Indicate if the approval workflow is sequential or concurrent.

View Approval Status

REQUISITION

Requisition ID

Priority *   High ▼

Openings *   1   ☐ On Going

Target Hire Date   8/21/2017   (Target hire date of first opening)   *start date of class or semester*

Requisition Status   Draft ▼

Do Not Allow to Apply   ☐ (Note: Referral Bonus will not apply to this requisition if Do Not /

cornerstone

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