Department Letterhead

Temp Part-time Faculty: Department of xxxxx

**Position Summary**:

UNM Department of xxxxxx anticipates hiring Adjunct Faculty to teach in the Spring 2018, Summer 2018, and Fall 2018 Semesters. Anticipated openings, potentially include the following courses among others:

* xxxxxxxx
* xxxxxxxx
* xxxxxxxx

The Department of xxxxx is seeking qualified temporary part time faculty members to teach graduate level classes in various subjects as specified above. Instructors are responsible for all aspects of any class they are teaching including but not limited to meeting with the class during assigned times, content delivery, assignment development, grading assignments, reporting of grades, and assessment of student learning as outlined by the department.

Positions are contingent upon need each semester as determined by student enrollment levels, current course offering matrix, and demand driven by graduation requirements.  Positions may be filled or eliminated each semester up to the deadline for students to drop or add courses.  Candidates who are selected for these positions will report to the department Chair, Dr. xxxxxx.

**Best consideration dates:**

For best consideration, please apply by the dates/semesters listed below:

November 10, 2017 - for Spring 2018

Month, day, year - for Summer 2018

Month, day, year - for Fall 2018

**Minimum Qualifications:**

To teach (enter type of courses here. Math for example) courses as described above are determined by Higher Learning Commission’s accreditation requirements for faculty, and must be met in one of these ways:

1.    Master’s Degree or higher in the discipline or subfield for which you are applying.

2.Master’s degree or higher in a discipline related to but other than that for which you are applying, and successful completion of at least 18 graduate credit hours in an accredited program in the discipline or subfield for which you are applying.

**Preferred Qualifications:**

1. Two years professional experience in the appropriate discipline or subfield
2. An earned doctorate from an accredited institution
3. Successful teaching experience in a post-secondary institution

1. A demonstrated commitment to diversity, equity, inclusion, and student success, as well as working with broadly diverse communities.

**Application Instructions:**

A complete application consists of the following materials:

* Cover Letter indicating the courses and/or disciplines in which you are interested in teaching; the days/times you are available to teach; and how your education and experience, satisfies the Minimum Qualifications criteria described above.
* Curriculum Vitae
* A list of names and contact information of three professional references who can speak to your directly relevant knowledge, skills and experience.

Please note: Qualified applicants may be evaluated for potential interviews by the hiring official as new openings become available throughout the time period covered by this posting. Applicants who are appointed to a UNM faculty position are required to provide an official certification of successful completion of all degree requirements prior to their initial employment with UNM.

**For Best Consideration Information:**

This posting will remain active until xxxxxx. Anyone who applies for a position under this posting will automatically be considered for openings in subsequent semesters unless they indicate in their cover letter that they are not interested in teaching in specific semesters.