

Sample: Instructional/Executive People Admin - Adjunct Lecturer Pool Position Description

This creates a basic generic adjunct pool PD

Posting instructions can be used to specify the year, semester, or specialization(s) needed in a given year.

Position Type:	Instructional/Executive
Department:	X Dept - 3K%
Classification Details	
Role Title	PT Instruct/Lecturer
Role Code	01001
FLSA	
Contribution Level	
Equal Opportunity Statement	William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. The College is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities.
Position Information	
Division	Arts & Sciences
Location	William and Mary
Department	X Dept - 3K% (Home Org)
Position Title	Adjunct Lecturer of Dept/Program
Contribution Level	
Position Number	For a new PD, if Posn# is known, note it in the PD comments when circulating. HR will assign correct Posn#
FLSA	
Hiring Official	Dept staff who administer PeopleAdmin
Employee Background Check	Non-Sensitive - standard background check
Economic Interest Statement	No
Safety Sensitive	No
Unit Mission Statement	Dept can use their official mission statement or use this generic version: The mission of the Department of X is to foster teaching, research, and public service as an integral part of education linked through programs designed to preserve, transmit, and expand knowledge.
Position Summary	<p>The XX Department/Program at William & Mary is recruiting a pool of persons for possible part-time adjunct teaching positions. This pool will be accessed ONLY when an opening arises. Your credentials will remain active as long as the pool position is available but no more than one year. After one year, if you are still interested, you must reapply to the current adjunct pool.</p> <p>Candidates interested in adjunct teaching positions should submit a cover letter, curriculum vitae, diversity statement, and a list of three references with contact information. In your cover letter, please specify those courses that you are qualified to offer and would be interested in teaching.</p> <p>If you have recently submitted an application for an instructional position at William & Mary via the online system your existing application documents can be easily uploaded to this position pool. Only those selected for an interview will be contacted. The review of applications is ongoing.</p>
Required Qualifications	A Master's degree in [discipline] or a closely related field is required.
Preferred Qualifications	A Ph.D. [or appropriate terminal degree] or ABD in [discipline] or a related field is preferred at the time the candidate begins the appointment, August 10 for fall or January 10 for spring start date. Previous academic teaching experience is desirable.
ECLS	09-INST ADJ-Inst Faculty Adjunct
Hiring Location	Dept. Building Location
District	Dept
Time Entry Type	
Time Entry Method	
Supervisory Position Description	
Job Title	System will fill with FC info
Position Number	FCxxxW [Filter for "FC" and select the generic Faculty Chair # for your dept]
Org Unit	X Dept - 3K%
Time Sheet Approver Information	n/a for faculty positions
Budget Information	
Agency	W&M (204)
Position Description Effective Date	8/10/20xx (use generic contract begin date)
Position Status	Restricted Appointment - Appointment limited to specified term
Employment Category	Adjunct
Position Term	Other
If other, specify the months	One-semester or Academic Year
Base Budget Amount:	List your departments per-credit \$ rate, this information will not display on posting
Funding Source	E&G Funded (or private or grant-funded where applicable)
Funding Justification for Position	Cover for departmental curriculum needs and leave replacement
Budget Office Comments	<i>(Leave this blank; this is for the Budget Office to make notes)</i>
Previous Incumbent Name	
Previous Incumbent Salary	
Banner Funding Source	
Index	120xxx
Account	611450
Percentage	100%
Supplemental Documents	
Position/Budget Justification	Attach Dean's recent Adjunct/NTE Recruitment Authorization memo
Organizational Chart (Required)	Attach your updated Dept/Prog Organizational Chart