|  |
| --- |
| **Sample: Instructional/Executive People Admin - Adjunct Lecturer Pool Position Description** |
| This creates a basic generic adjunct pool PD |

|  |  |
| --- | --- |
| 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 \*\*please note that this should be updated to simple title at hiring proposal stage |
| Contribution Level |  |
| Position Number | For a new PD, if Posn# is known, note it in the PD comments prior to submitting to Level 1 approval. 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 | The XX Department/Program at William & Mary is recruiting a pool of persons for possible part-time adjunct teaching positions. For this academic year, the department/program is recruiting for positions in (blank), however, this pool will remain open for additional needs that arise. 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.  (This portion should be pasted into special application instructions on posting once PD is approved) Applicants must apply online at https://jobs.wm.edu. Submit a curriculum vitae, a cover letter, a statement of teaching interests, [and XXX]. Candidate teaching statement can be included in the cover letter. Candidates are encouraged to reflect on their past experiences or future plans to foster an inclusive and welcoming climate for learners/scholars in [enter discipline] in any of the aforementioned required documents. You cannot submit a separate diversity statement. You will be prompted to submit online the names and email addresses of three references who will be contacted by the system with instructions for how to submit a letter of reference. Review of applications is ongoing. |
| 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 [standard adj appts run 8/10 – 1/9 fall; 1/10 – 5/24 spring] |
| 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 | *(Leave this blank; this is for the Budget Office to make notes)* |
| Previous Incumbent Name |  |
| Previous Incumbent Salary |  |
| **Banner Funding Source** |  |
| Index | 120xxx |
| Account | 611450 |
| Percentage | 100% |
| **Supplemental Documents** |  |
| Position/Budget Justification | For AY Recruitments: Attach Dean's recent Adjunct Allocation memo. For recruitments outside of  allocation, please include relevant email documentation. |
| Organizational Chart (Required) | Attach your updated Dept/Prog Organizational Chart |