

How to Hire Temporary Faculty Guideline

This document provides rules, regulations and resources regarding hiring temporary faculty during fall and spring semester. For questions or assistance on hiring temporary faculty, please contact Noelle Simmons at noellesimmons@uidaho.edu or (208) 885-6036.

Click on the link below to view the desired topic

- **Temporary Faculty Definition (link)**
- **Qualifications Guideline (link)**
- **Hiring Routes (link)**
 - **Hiring Exceptions: A. Faculty Search (link)**
B. Condensed Search (link)
C. Temporary Faculty Waiver (link)
- **Hiring Process (link)**

Who are Temporary Faculty?

- Temporary faculty hires may include individuals with a status of: Student, Lecturer, Visiting Faculty, Acting Faculty, Adjunct Faculty, Affiliated Faculty, and Emeritus Faculty.
- A student for hiring purposes is defined as currently enrolled for at least 9 credits during the semester of instruction or work, or if teaching or working in the summer must be enrolled for at least 6 credits during the summer, or at least 9 credits for the upcoming fall semester.
- Temporary faculty appointments are typically made on a semester basis or for terms within a semester.
- All hires are subject to meeting the faculty qualifications guideline. (link)
- These faculty appointments, which are temporary, are defined in [FSH 1565](#).

Back to Begin (link)

Faculty Qualification Guidelines

Faculty appointments and instructional assignments are determined by the following educational requirements and qualifications for alignment with both regional institutional accreditation standards and program accreditation standards when applicable. All appointments made will adhere to the hiring policies and procedures of the University:

- A. **Faculty teaching lower division baccalaureate and general education course work:** A doctorate/terminal degree in the teaching discipline is preferred and required for professorial rank. A master's degree with a concentration in the teaching discipline is acceptable and required for instructor rank.
- B. **Faculty teaching upper division baccalaureate, post-baccalaureate, and graduate course work:** A doctorate/terminal degree in the teaching discipline or a closely related discipline is preferred. If the individual does not have the doctorate/terminal degree, a master's degree with a concentration in the teaching area or closely related field is required. In such cases, these instructional personnel are not to be assigned to deliver graduate level coursework. Additionally all faculty teaching graduate level courses should hold graduate faculty status.
- C. **Graduate assistants (teaching, research, support):** For the delivery of undergraduate coursework a master's degree in the teaching area or closely related field is required. In the absence of a master's degree, the graduate assistant must have at least 18 graduate credits in the teaching discipline or related area. If the graduate assistant has less than 18 graduate credits in the discipline or related area, the graduate assistant must have an undergraduate major or minor in the discipline and direct supervision by the responsible faculty member. The graduate assistant should receive regular in-service training and planned/periodic evaluations. In order for a graduate assistant to deliver masters level coursework, the graduate assistant is required to hold a masters degree or higher in the teaching discipline or related area with supervision by an appropriately qualified graduate faculty member.
- D. **Student instructional lab assistant:** The official instructor of record for the course should meet the educational requirements identified in sections A and B. Individuals assisting the instructor of record with lab instruction at minimum should have or be seeking a degree in the disciplinary area or closely related field, and generally should be at the senior level. There must be direct supervision by the instructor of record.
- E. **Temporary, adjunct, instructional affiliates, or guest faculty with exceptional expertise:** faculty should meet the educational requirements identified in A and B above. Individuals who supervise graduate assistants must meet the educational requirements in A and B above.

If an individual has a master's degree, not in the teaching discipline, 18 graduate semester hours in the teaching discipline are required to teach lower division baccalaureate and general education courses only.

If an individual has a baccalaureate degree **and** 18 graduate semester hours in the teaching discipline, they may be considered for appointment, when unusual circumstances occur, to teach lower division baccalaureate and general education courses only.

- F. **Exceptions to the educational requirement:** Exceptional and/or unique expertise must be demonstrated and include documentable elements of regional, national, or international recognition (e.g., substantive honors and awards, provide expertise beyond that found in the program/department, and/or increase the potential for students and faculty to extend their knowledge and professional activities) and provide an educational opportunity not available locally. These exceptions must be allowable under any specialized accreditation standards for the teaching discipline.

Back to Begin (link)

Hiring Process

The following steps must be completed on or before the first day of work. The employee must go to or contact Human Resources to complete some steps.

1. Review Banner: Determine if candidate has a current employee appointment. Next, review the temporary faculty hiring routes to determine the appropriate hiring paperwork. *Note:* Individuals who accept hourly jobs but then also teach for us automatically get bumped to an hourly instructional appointment. It is the college's responsibility to monitor appointment terms for individuals working as temporary faculty regardless of their employee classification and EPAF for pay (hourly employee, exempt employee, and faculty).
2. The employee must submit to a criminal background check and receive a successful result of "Meets Company Standards" (if using PeopleAdmin, can be done within the system or use paper form on HR website).
3. Complete the Employee Information Application with HRS (personal info, demographics, policy, nepotism, etc.), consent to accuracy.
4. Payroll paperwork, (W-4 Form, direct deposit, etc.)
5. The employee must complete an I-9 form (contact Human Resources).
6. Submit Temporary Faculty Contract (or other required hiring paperwork as determined by reviewing 'Hiring Routes') to provost@uidaho.edu. If using the search process reference the Posting number and Hiring Proposal number on the contract. Faculty Hiring Forms include CV, conflict of interest form, and intellectual property form for initial appointment or successive appointments that occur following a three consecutive semester break.
7. An Electronic Personnel Action Form, (EPAF) in Banner must be initiated after completion of the I-9 Form to initiate payroll. Whenever possible this should be completed prior to the first day of work.

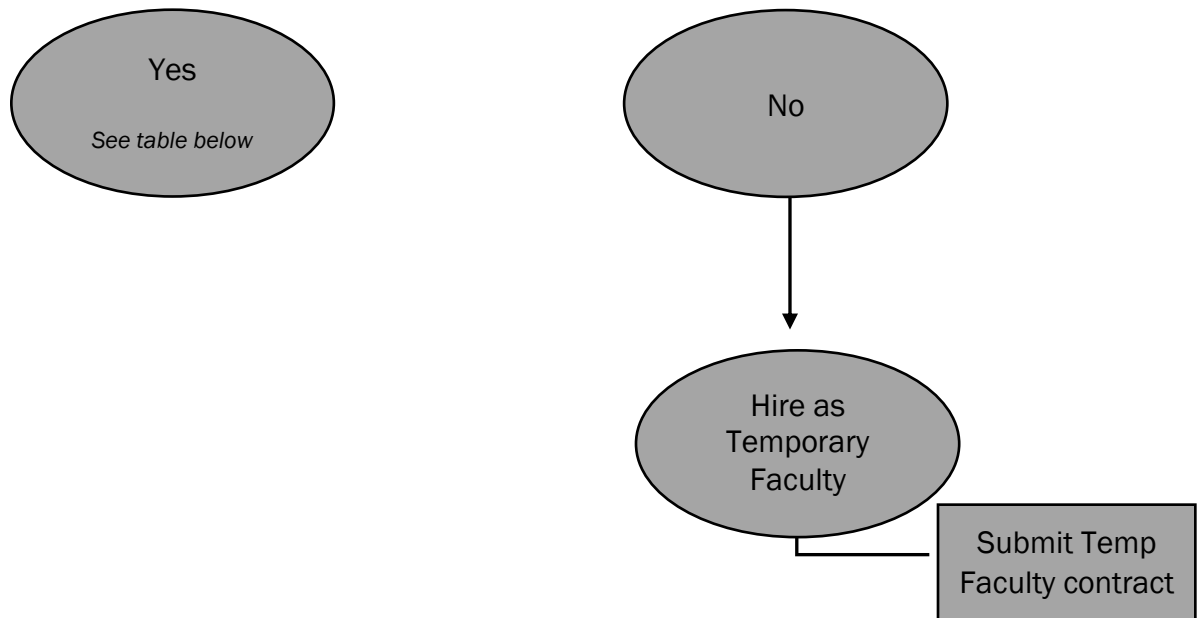
[Back to Begin \(link\)](#)

Hiring Routes

Prior to submitting hiring paperwork, review the faculty qualifications guideline to ensure the candidate is qualified for the proposed appointment. All appointments require final approval from the Provost and Executive Vice President.

Temporary Faculty are hired on a semester by semester basis, at .475 FTE or lower, and are limited to being employed up to three consecutive semesters. This applies to all methods of hire. The exception process is provided below on page 7. Exceptions are subject to approval by the Office of the Provost & EVP and AA/EEO. Waiver requests are not guaranteed approval.

Does the candidate have an existing appointment with the University of Idaho?



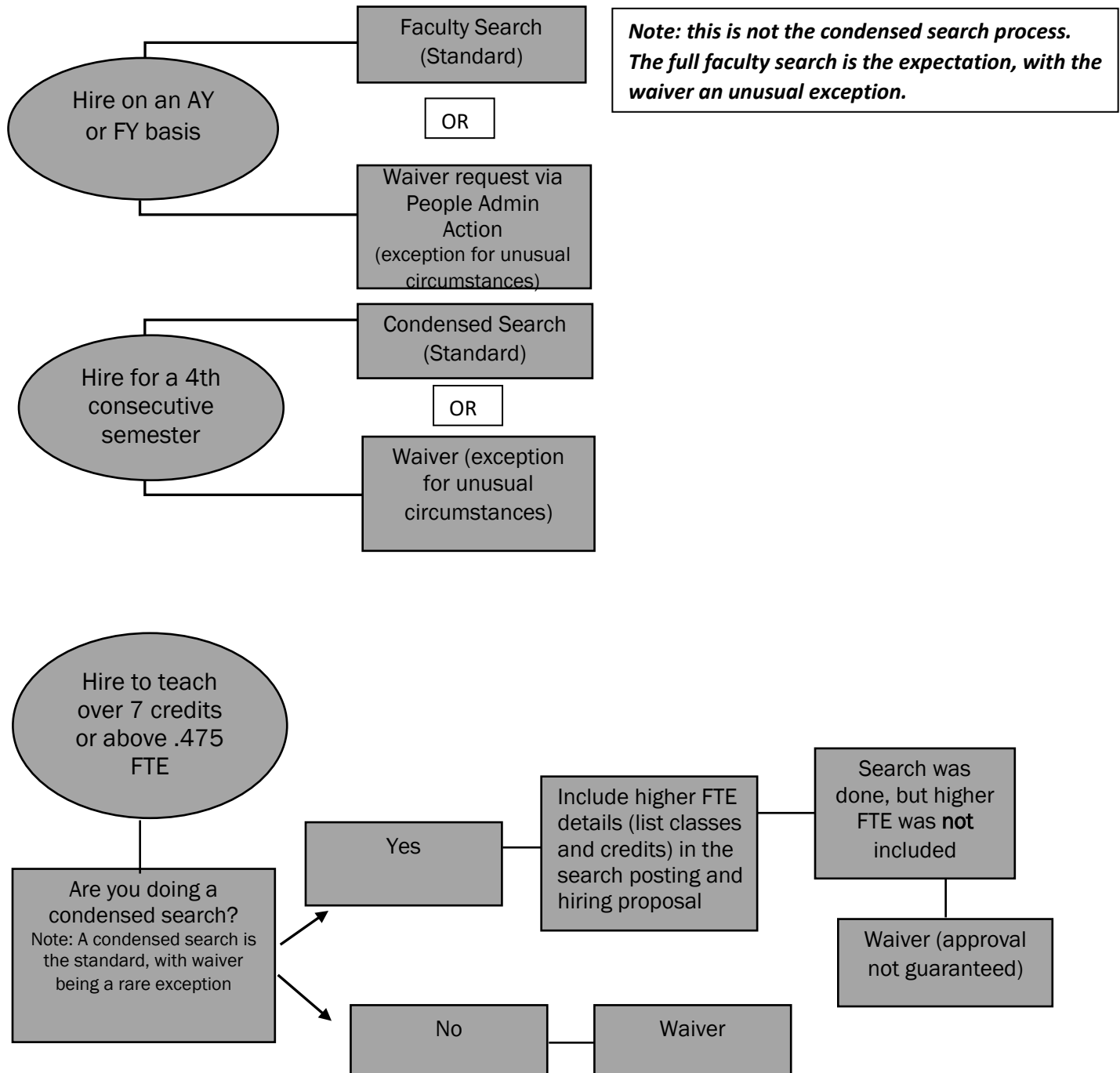
Employee Classification	Hiring Route
Temporary Faculty	Temporary Faculty contract
Exempt Staff	Staff Salary Change Form , select 'Instructional Compensation'
Classified Staff	Staff Salary Change Form , select 'Instructional Compensation'
Temporary hourly	TH Instructional Compensation
Adjunct Faculty	Temporary Faculty Contract
Graduate student with assistantship	First consult with Graduate College as needed; upon approval submit Temp Faculty contract

Hiring Exceptions

Hiring Exceptions require additional processes and approvals and are detailed below.

Hiring exceptions include: 1) Hiring on for an academic year or fiscal year appointment, 2) Hiring past a third consecutive semester and 3) Hiring to work over .475 FTE.

Note: the boxes below are hyper-linked



Note: this is not the condensed search process. The full faculty search is the expectation, with the waiver an unusual exception.

Conduct a Condensed Search (Student/Temporary) Within PeopleAdmin

This is the correct route when:

- The unit wishes to hire for a 4th consecutive semester
- AND/OR
- Effort exceeds .475 FTE

System Steps/Directions to conduct search:

1. Hiring manager or supervisor uses the Student/Temporary posting section to create a posting (see link to examples below)
Select the header 'Posting'
Choose 'Temporary'
Create a new posting (top right orange button)
Select create from title
Choose F-5 Temp Faculty
- *Note: In the 'Position Summary' Include the anticipated courses to be taught and the range of classes and credits you are recruiting for.*
2. Applicants apply online
3. The posting must run for at least seven days
 - A temporary position posting cannot be left open for more than three months per recommendation of the US Office of Contract Compliance Programs
4. Units are required to advertise for the position using the auto enabled advertising
5. Hiring manager or supervisor selects who to interview and hire
Reminder: Review the faculty qualifications and ensure candidate meets them. It is the units responsibility to ensure the candidate meets the faculty qualifications guideline before proceeding (link)
6. Create the hiring proposal. Note you must include:
 - *In 'Salary Justification' include: 1) The course(s) name, number, amount of credit and pay per course*
 - *The hiring posting and proposal number must be provided on the employment contract that is routed to the Provost Office for approval*
7. The posting is marked as 'hired' and the posting is marked as 'filled'
8. Steps 1 through 7 on 'Hiring Process' must be completed (link)

If a unit hires via this route:

- This will re-set the employee to their first appointment count. Therefore, they are eligible to be hired for up to three additional consecutive semesters. Note, if a unit conducts the search in a way to recruit and hire for above .475 FTE, that increased FTE approval is only for one semester.
- The temp faculty contract still needs to be submitted on a semester by semester basis.
- Include the PeopleAdmin hiring proposal and the posting number on the temp faculty contract.

See example postings here ([link](#))

Condensed Search Best Practices:

- Establish consistent and fair procedures for evaluating applicants and selecting finalists. As a reminder, all records must remain on file with the AAC.
- Review the same postings for examples of a flexible posting, giving the unit flexibility in appointing individuals to meet your department hiring needs.

Benefits of a Condensed Search:

- Streamlined process that will yield the most qualified and eligible individuals for the position.
- Flexibility and autonomy in the hiring process.
- Ability to utilize free advertising options.
- Provides the hiring unit with records of commitment to the University's EEO/AA policy and standards.

[Back to Begin \(link\)](#)

Temporary Faculty Waiver

A waiver is an unusual and a rare exception. It can be requested for one of the situations below if the extraordinary circumstances warrant it.

- 1) The appointment is for an AY or FY basis, and a faculty search has not been completed (note, a PeopleAdmin action is required as the waiver submission)

OR

- 2) Hire for a 4th consecutive semester, and a search has not been completed

OR

- 3) Effort exceeds .475, and a search has not been completed OR search did not include higher FTE

Note:

- If requesting a waiver for an AY or FY appointment, the waiver request is submitted via the faculty action process in PeopleAdmin. The waiver document is no longer required.
- The waiver can be requested for a maximum of three additional semesters. Note, the hire is still made on a semester by semester basis. The time-frame requested will be reviewed by the Vice Provost for Faculty.
- Waivers are not guaranteed approval; they are subject to recommendation by the Office of the Provost and Executive Vice President and approval by the Office of Equal Employment Opportunity and Affirmative Action.

Directions (for scenarios# 2 and 3 above):

1. Download and complete the waiver ([link](#)). Once it is fully completed, including all necessary signatures, route to provost@uidaho.edu for review.

Note: Contracts cannot be created until the unit receives the approved waiver back.

2. The waiver will be reviewed by the Provost Office and AA/EEO.
3. Upon receiving an approved waiver back from the Office of the Provost and Executive Vice President, complete Steps 1 through 7 ([link](#)) to complete the hiring process.

Directions for requesting approval for an AY or FY appointment. Follow these steps for scenario #1 above:

1. Submit an action on the faculty position description side of PeopleAdmin.
2. The waiver request will be reviewed by the Provost Office Executive Approver and the Vice Provost for Faculty.

Note, waivers are evaluated on a case by case basis and it is possible the unit will be required to complete a full faculty search.

3. The waiver will be submitted to AA/EEO for final approval.
4. If approved, the waiver section will indicate approval in PeopleAdmin and the position control number review (search field). Comments will note if a hiring proposal is needed.
5. The hiring unit should complete an offer letter in lieu of a contract. Contact Provost Office directly for the template.
6. Steps 1 through 7 on 'Hiring Process' must be completed ([link](#))

Back to Begin ([link](#))

Conduct a Faculty Search Within PeopleAdmin

This is the correct route when:

- *The appointment is on an AY or FY basis*

System Steps/Directions to conduct search:

1. Hiring manager or supervisor works with the AAC to create a position action request in PeopleAdmin by using the Position Management Module (see the People Admin resources on the HR website).
2. Upon approval of the faculty vacancy announcement, a posting is created and the search process conducted.
3. A hiring proposal and permission to contingently offer the position will be approved by the Provost and Executive Vice President (Executive Approver).
4. Steps 1 through 7 on 'Hiring Process' must be completed. ([link](#))

Note: For AY or FY appointment, complete an offer letter in lieu of a contract. Contact Provost Office directly for the offer letter template.

[Back to Begin \(link\)](#)

Temporary Lecturer - Anthropology

Posting Details

Classification Information

Banner Title F9 - Faculty
Employee Category Temporary

Position Information

Position Title Temporary Lecturer - Anthropology
Location Moscow
Division/College College of Letters, Arts & Social Sciences
Department Sociology & Anthropology
Funding Type Temporary Non-Grant
FLSA Status Overtime Exempt
Pay Range \$4,000-\$4,500/class, DOE
Expected Start 01/08/2018
Expected End 05/18/2019
Full Time/Part Time Part Time

Work Schedule Summary

Position Responsibilities

Position Summary The Department of Sociology and Anthropology invites applications for Temporary Lecturers to teach 1-2 courses for up to 3 semesters, in-person and online. Courses may include: Anth 100 (Intro), Anth 220 (Peoples of the World), and Soc/Anth 301 (Diversity and Stratification)

Responsibilities

Make as complete a list of job duties as possible beginning with those, which take the greater percentage of the position's time. If supervising or training others, note the number and types/titles of positions, and whether it is direct or general supervision. **Student/Temporary positions must include at least 1 (one) responsibility area.**

Job Duty Function Instruction

Job Duties/Responsibilities

- Instruct students for three credit hours per class
- Grading

Percentage Of Time 100%

Essential/Marginal Essential

Position Qualifications

Minimum Qualifications

- Lower division courses: MA in Anthropology or closely related field
- Upper division courses: PhD in Anthropology or closely related field
- Experience teaching Anthropology courses at the college level, and/or teaching

assistant experience

Preferred Qualifications

- PhD in Anthropology or closely related field
- Experience with bblearn/blackboard

Physical Requirements & Working Conditions

Posting Information

Search Coordinator [Redacted]
Posting Number [Redacted]
Posting Date [Redacted]
Closing Date [Redacted]

Open Until Filled No
Special

Instructions to Applicants Cover letter should address minimum and preferred qualifications. Please also specify which course(s) you are applying for.

Background Check Statement Applicants who are selected as final possible candidates may be required to pass a criminal background check.

EEO Statement The University of Idaho is an equal opportunity and affirmative action employer. It is the policy of the regents that equal opportunity be afforded in education and employment to qualified persons regardless of race, color, national origin, religion, sex, age, disability, or status as a disabled veteran or Vietnam-era veteran. It is also the policy of the University of Idaho to not discriminate based on sexual orientation.

Quicklink for Posting <http://uidaho.peopleadmin.com/postings/19338>

Advertising

Advertising Venues Moscow Pullman Daily News, Idaho Department of Labor (idahoworks.gov - auto-enabled for classified, exempt and faculty postings), Association of Public and Land Grant Universities (aplu.org - auto enabled for classified, exempt and faculty postings), Indeed (indeed.com - auto-enabled for classified positions)

Additional Advertising Venues

Advertising Dates [Redacted] - Advertise Moscow/Pullman Daily News on October 7, 2017.

Special Advertising Text Coordinate with Job Yes

**Elephant
Additional
Advertising
Notes
Advertising
Budget** [REDACTED]
Number(s)
Search Committee

Name	Email	Chair?	Status
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Evaluative Criteria

Posting Documents

1. [Preliminary Screening Form](#) (PDF | 341 KB)

Applicant Documents

Required Documents

1. Resume/CV
2. Cover Letter/Letter of Application

Optional Documents

None

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - o Chronicle of Higher Education
 - o Coeur d'Alene Press
 - o Craig's List
 - o Department of Labor/Job Service including Job Central or Idaho Works
 - o Dice.com
 - o Diverse Issues in Higher Education
 - o Educause
 - o Equal Opportunity Employment Journal
 - o Higheredjobs.com
 - o Idaho Press Tribune
 - o Idaho State Journal
 - o Idaho Statesman
 - o IMDiversity.com
 - o Inside Higher Ed
 - o Latinos in Higher Education
 - o Lewiston Morning Tribune
 - o Missoulian
 - o Monster.com
 - o Moscow/Pullman Daily News
 - o National Association of State Universities and Land-Grant Colleges (website)
 - o NW Classifieds/NW Jobs
 - o Oregonian

- OregonLive.com
- Other Internet Site
- Other Newspaper
- Post Register-Idaho Falls
- Professional Listservs (Ex: NACUBO, AAAE, ISMC, ect.)
- Radio: 1400 ESPN
- Radio: 99.5 Bull Country
- Radio: KCLX 1450
- Radio: KMAX 840 AM
- Radio: KRLC 1350 AM
- Radio: My Radio 1025
- Radio: The Outlaw 106.9 FM
- Radio: Y-105
- Radio: Z-Fun 106
- Reno Gazette/Journal
- RSS Feed
- Salt Lake City Tribune/Deseret News
- Seattle Times
- Spokesman Review
- Times News-Twin Falls
- UI Employee
- UI Register
- University of Idaho Listserv (automatic e-mail)
- University of Idaho Website
- Women in Higher Education
- Word of Mouth

Guest User

There is no guest user set up for this posting.

Temporary Lecturer Organizational Science

Posting Details

Classification Information

Banner Title F9 - Faculty
Employee Category Temporary

Position Information

Position Title Temporary Lecturer Organizational Science
Location Coeur d'Alene
Division/College College of Letters, Arts & Social Sciences
Department Psychology & Communication Studies
Funding Type Temporary Non-Grant
FLSA Status Overtime Eligible
Pay Range \$4000 - \$4500/class DOE
Expected Start 01/08/2018
Expected End 05/18/2019
Full Time/Part Time Part Time

Work Schedule Summary

Position Responsibilities

The Department of Psychology and Communication Studies invites applications for Temporary Lecturers to teach 3-7 credits of Organizational Sciences courses for up to 3 semesters. Courses may include:

- ORGS 110 Governance in Small Organizations (3 credits)
- ORGS 155 Financial Literacy (3 credits)
- ORGS 305 Nonprofit Organizations (3 credits)
- ORGS 320 Budgeting for Small Organizations (1 credit)
- ORGS 321 Workplace Motivation (1 credit)
- ORGS 322 Workplace Soft Skills (1 credit)
- ORGS 323 Messaging for Small Organizations (1 credit)
- ORGS 407 Advanced Nonprofit Organizations (3 credits)
- ORGS 414 Traumatic Events: Preparation, Intervention, Evaluation (3 credits)
- ORGS 415 Planning Professional Conferences and Events (3 credits)
- ORGS 435/535 Personnel (3 credits)
- ORGS 444 Methods and Analysis in Organizational Science (4 credits)
- ORGS 450/550 Training and Performance Support (3 credits)

Position Summary

Responsibilities

Make as complete a list of job duties as possible beginning with those, which take the greater percentage of the position's time. If supervising or training others, note the number and types/titles of positions, and whether it is direct or general supervision. **Student/Temporary positions must include at least 1 (one) responsibility area.**

Job Duty Function Instruction

Job Duties/Responsibilities Instruct 3 – 7 credits up to 3 semesters
Grading

Percentage Of Time 100%
Essential/Marginal Essential

Position Qualifications

Minimum Qualifications

Lower division courses:

- Masters degree in a discipline related to Organizational Behavior, Human Relations in the Workplace, Nonprofit Sector, Adult Education, or closely related field
- Five years of experience teaching courses in the above mentioned areas at the college level, or at least 5 years of documented professional leadership experience in one or more of the above mentioned areas

Upper division courses:

- PhD in relevant field
- Experience teaching online courses

Preferred Qualifications

- Expertise in one or more of the relevant areas
- Excellence in online teaching
- Excellent communication skills
- Experience with Bblearn and/or Blackboard

Physical Requirements & Working Conditions

Posting Information

Search Coordinator [Redacted]

Posting Number [Redacted]

Posting Date [Redacted]

Closing Date [Redacted]

Open Until Filled Yes

Special Instructions to Applicants

Background Check Statement Applicants who are selected as final possible candidates may be required to pass a criminal background check.

EEO Statement The University of Idaho is an equal opportunity and affirmative action employer. It is the policy of the regents that equal opportunity be afforded in education and employment to qualified persons regardless of race, color, national origin, religion, sex, age, disability, or status as a disabled veteran or Vietnam-era veteran. It is also the policy of the University of Idaho to not discriminate based on sexual orientation.

Quicklink for Posting <http://uidaho.peopleadmin.com/postings/19476>

Advertising

Advertising Venues Moscow Pullman Daily News, Lewiston Tribune, Idaho Department of Labor (idahoworks.gov) (Free), Higher Ed Jobs (higherjobs.com), Association of Public and Land-Grant Universities (aplu.org) (Free), Indeed (indeed.com) (Free), Coeur d'Alene Press

Additional Advertising Venues Advertising Dates

The Department of Psychology and Communication Studies invites applications for Temporary Lecturers to teach 3-7 credits of Organizational Sciences courses for up to 3 semesters. Courses may include:

- ORGS 110 Governance in Small Organizations (3 credits)
- ORGS 155 Financial Literacy (3 credits)
- ORGS 305 Nonprofit Organizations (3 credits)
- ORGS 320 Budgeting for Small Organizations (1 credit)
- Special Advertising Text** ORGS 321 Workplace Motivation (1 credit)
- ORGS 322 Workplace Soft Skills (1 credit)
- ORGS 323 Messaging for Small Organizations (1 credit)
- ORGS 407 Advanced Nonprofit Organizations (3 credits)
- ORGS 414 Traumatic Events: Preparation, Intervention, Evaluation (3 credits)
- ORGS 415 Planning Professional Conferences and Events (3 credits)
- ORGS 435/535 Personnel (3 credits)
- ORGS 444 Methods and Analysis in Organizational Science (4 credits)
- ORGS 450/550 Training and Performance Support (3 credits)

Coordinate with Job Yes

Elephant Additional Advertising Notes

Advertising Budget [Redacted]

Number(s)

Search Committee

Name	Email	Chair?	Status
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]

Evaluative Criteria

Posting Documents

1. [Preliminary Screening Form](#) (PDF | 62.6 KB)
2. [Telephone Interview Questions](#) (PDF | 25 KB)

Applicant Documents

Required Documents

1. Resume/CV
2. Cover Letter/Letter of Application

Optional Documents

None

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - o Chronicle of Higher Education
 - o Coeur d'Alene Press
 - o Craig's List
 - o Department of Labor/Job Service including Job Central or Idaho Works
 - o Dice.com
 - o Diverse Issues in Higher Education
 - o Educause
 - o Equal Opportunity Employment Journal
 - o Higheredjobs.com
 - o Idaho Press Tribune
 - o Idaho State Journal
 - o Idaho Statesman
 - o IMDiversity.com
 - o Inside Higher Ed
 - o Latinos in Higher Education
 - o Lewiston Morning Tribune
 - o Missoulian
 - o Monster.com
 - o Moscow/Pullman Daily News
 - o National Association of State Universities and Land-Grant Colleges (website)
 - o NW Classifieds/NW Jobs
 - o Oregonian
 - o OregonLive.com
 - o Other Internet Site
 - o Other Newspaper
 - o Post Register-Idaho Falls
 - o Professional Listservs (Ex: NACUBO, AAAE, ISMC, ect.)
 - o Radio: 1400 ESPN
 - o Radio: 99.5 Bull Country
 - o Radio: KCLX 1450
 - o Radio: KMAX 840 AM
 - o Radio: KRLC 1350 AM
 - o Radio: My Radio 1025
 - o Radio: The Outlaw 106.9 FM
 - o Radio: Y-105
 - o Radio: Z-Fun 106
 - o Reno Gazette/Journal
 - o RSS Feed
 - o Salt Lake City Tribune/Deseret News
 - o Seattle Times

- Spokesman Review
- Times News-Twin Falls
- UI Employee
- UI Register
- University of Idaho Listserv (automatic e-mail)
- University of Idaho Website
- Women in Higher Education
- Word of Mouth

Guest User

There is no guest user set up for this posting.

Temporary Faculty - Philosophy

Posting Details

Classification Information

Banner Title F5 - Faculty

Employee Category Temporary

Position Information

Position Title	Temporary Faculty - Philosophy
Location	Moscow
Division/College	College of Letters, Arts & Social Sciences
Department	Philosophy
Funding Type	Temporary Non-Grant
FLSA Status	Overtime Exempt
Pay Range	\$4,000/class
Expected Start	01/08/2018
Expected End	05/18/2019
Full Time/Part Time	Part Time

Work Schedule Summary

Position Responsibilities

Position Summary The Department of Politics and Philosophy invites applications for Temporary Lecturers to teach 1-2 courses for up to 3 semesters, in-person and online. Courses may include: PHIL 103 (Ethics), PHIL 201 (Critical Thinking), PHIL 307 (Buddhism), and PHIL 470 (Philosophy of Law).

Responsibilities

Make as complete a list of job duties as possible beginning with those, which take the greater percentage of the position's time. If supervising or training others, note the number and types/titles of positions, and whether it is direct or general supervision. **Student/Temporary positions must include at least 1 (one) responsibility area.**

Job Duty Function Instruction

Job Duties/Responsibilities

- Instruct students for three credit hours per class
- Grading

Percentage Of Time 100
Essential/Marginal Essential

Position Qualifications

Minimum Qualifications

- Lower division courses: MA/MS in Philosophy or closely related field
- Upper division courses: JD or Ph.D. in Philosophy or closely related field
- Experience teaching Philosophy courses at the college level and/or teaching

assistant experience

Preferred Qualifications

- JD or Ph.D. in Philosophy or closely related field
- Evidence of successful teaching Philosophy courses at the college level
- Excellence in online teaching
- Excellent communication skills
- Experience with bblearn/blackboard

Physical Requirements & Working Conditions

Posting Information

Search Coordinator [Redacted], [Redacted]

Posting Number [Redacted]

Posting Date [Redacted]

Closing Date [Redacted]

Open Until Filled No

Special

Instructions to Applicants Cover letter should address minimum and preferred qualifications. Please also specify which course(s) you are applying for.

Background Check Statement Applicants who are selected as final possible candidates may be required to pass a criminal background check.

EEO Statement The University of Idaho is an equal opportunity and affirmative action employer. It is the policy of the regents that equal opportunity be afforded in education and employment to qualified persons regardless of race, color, national origin, religion, sex, age, disability, or status as a disabled veteran or Vietnam-era veteran. It is also the policy of the University of Idaho to not discriminate based on sexual orientation.

Quicklink for Posting <http://uidaho.peopleadmin.com/postings/19401>

Advertising

Advertising Venues Moscow Pullman Daily News, Association of Public and Land Grant Universities (aplu.org - auto enabled for classified, exempt and faculty postings), Indeed (indeed.com - auto-enabled for classified positions)

Additional Advertising Venues

Advertising Dates

Special Advertising Text Coordinate

with Job Yes
Elephant

Additional Advertising Notes Department plans to advertise Moscow-Pullman Daily News October 7th, will coordinate with Andy Boom.

Advertising Budget Number(s) [REDACTED]

Search Committee

Name	Email	Chair?	Status
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Evaluative Criteria

Posting Documents

1. [Preliminary Screening Form](#) (PDF | 339 KB)

Preliminary Screening Form

Applicant Documents

Required Documents

1. Resume/CV
2. Cover Letter/Letter of Application

Optional Documents

None

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - o Chronicle of Higher Education
 - o Coeur d'Alene Press
 - o Craig's List
 - o Department of Labor/Job Service including Job Central or Idaho Works
 - o Dice.com
 - o Diverse Issues in Higher Education
 - o Educause
 - o Equal Opportunity Employment Journal
 - o Higheredjobs.com
 - o Idaho Press Tribune
 - o Idaho State Journal
 - o Idaho Statesman
 - o IMDiversity.com
 - o Inside Higher Ed
 - o Latinos in Higher Education
 - o Lewiston Morning Tribune
 - o Missoulian
 - o Monster.com

Moscow/Pullman Daily News

- o National Association of State Universities and Land-Grant Colleges (website)
- o NW Classifieds/NW Jobs
- o Oregonian
- o OregonLive.com
- o Other Internet Site
- o Other Newspaper
- o Post Register-Idaho Falls
- o Professional Listservs (Ex: NACUBO, AAAE, ISMC, ect.)
- o Radio: 1400 ESPN
- o Radio: 99.5 Bull Country
- o Radio: KCLX 1450
- o Radio: KMAX 840 AM
- o Radio: KRLC 1350 AM
- o Radio: My Radio 1025
- o Radio: The Outlaw 106.9 FM
- o Radio: Y-105
- o Radio: Z-Fun 106
- o Reno Gazette/Journal
- o RSS Feed
- o Salt Lake City Tribune/Deseret News
- o Seattle Times
- o Spokesman Review
- o Times News-Twin Falls
- o UI Employee
- o UI Register
- o University of Idaho Listserv (automatic e-mail)
- o University of Idaho Website
- o Women in Higher Education
- o Word of Mouth

Guest User

Guest User Credentials



Email Addresses of Guest User Recipients

None Entered.