Liberal Arts Adjunct Faculty Application Checklist

Project EXCEL
VINCENNES UNIVERSITY

1) **Resume** which includes the following information:
   - ☐ *Contact Information:* Name, Home Address, Email, Phone, **and** School Name, Address, Phone
   - ☐ Years of experience, subjects taught, and schools where you have taught – **including other universities**
   - ☐ AP courses taught, including number of years taught & students' success rate
   - ☐ Education – All degrees earned, institution name, and year degree was awarded
   - ☐ Occupational and other experience related to content area and expertise in subject
   - ☐ Distinctions, such as leadership roles, awards, or honors received

2) **Transcripts**
   - ☐ **ALL** Undergraduate and Graduate transcripts are required* (***must be legible, current, and indicate degree earned***)
     - o **PLEASE NOTE: Unofficial transcripts will be accepted for the application process – official transcripts, <u>issued directly to VU</u>, will be required upon approval.**
   - ☐ Transfer hours indicated on one transcript must be submitted on a transcript from the originating university/college

3) **Classroom/Lab/Equipment Information & Approval Form** (as required) **
   - ☐ Select courses that utilize labs or specific equipment/software must be approved prior to offering the course

4) **Education Plan** (if applicable)
   - ☐ An education plan may be required in order to comply with VU faculty credentialing requirements. If requested, the plan must include when and where graduate courses are to be taken and detailed course descriptions. *Note: graduate courses must be in the content area of the subject you are planning to teach. Education courses do not apply.*

5) **Completion & Submission of This Form**
   - ☐ This form must be completed, signed, and submitted with all application materials

Please read and check each box, then sign below indicating:

- ☐ I have read, understand, and agree to adhere to the guidelines in the [Project EXCEL Policies and Procedures manual](.).
- ☐ I understand that I will receive approval notification and all program information/updates via email and that I am responsible for checking the email address(es) provided below on an ongoing basis for updates regarding program requirements, forms, and deadlines for submission.
- ☐ Upon approval, I will be considered an adjunct faculty member of Vincennes University and must submit the "new hire" paperwork that is required **PRIOR** to teaching a course through Project EXCEL.
- ☐ Upon approval, I understand that <u>ALL</u> **official** transcripts must be issued directly to VU – attention: Project EXCEL.
- ☐ I understand that I must participate in a required orientation session on the VU campus with the faculty liaison prior to teaching a course through Project EXCEL.
- ☐ I understand that I must attend a required professional development session held annually on the VU campus.

VU dual credit courses for which you are applying to teach   High School Name

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Printed Instructor Name   Instructor Signature   Date

School Email Address   Personal Email Address (Optional)

*Upon approval, ALL official transcripts MUST be issued directly to Vincennes University from the granting institution prior to teaching a dual credit course.
**If required, the [Classroom/Lab/Equipment Information & Approval form](.) may be found on our [website](.).