



## Adjunct Faculty Application

Fiscal Year: \_\_\_\_\_

Department (check all that apply):

**ARTS & SCIENCES**

- Business Administration & Accounting     Psychology     Social Sciences/Criminal Justice
- Computer Science     Mathematics     Social Work
- Literature & Languages     Nursing     Fine Arts
- Humanities & History     Sciences     Other: \_\_\_\_\_

**EDUCATION**

- Early Childhood Education     Teacher Preparation
- Educational Administration     Other: \_\_\_\_\_

<b>RETURN TO:</b> _____ Heritage University 3240 Fort Road Toppenish, WA 98948	<b>COLLEGE OF:</b> _____ <b>DEPT.</b> _____
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Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Address/PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**EDUCATION** (All institutions of higher education attended. Copies of unofficial transcripts are acceptable for initial screening *\*Official transcripts are required after acceptance of employment*)

<u>Institution</u>	<u>Major/Minor</u>	<u>Degree</u>	<u>Date Awarded</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**TEACHING EXPERIENCE** (Institutions, courses, levels, and dates; detailed CV may substitute in this section).

<u>Institution</u>	<u>Course/Level</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check all areas of technology for which you are familiar:

- Internet:     E-mail     Online Research     Blogs     Webpage Design  
 Forums     Chat     Smart Phone applications

List Three References who will have knowledge of your current experience, knowledge, skills and dispositions qualifying you to teach at the University level.

<u>Name</u>	<u>Email Address</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Indicate your willingness to teach as to location:

- Toppenish     Tri-Cities     Other: \_\_\_\_\_

I understand that an adjunct faculty appointment for one semester does not create an actual or implied contractual promise for additional or future appointments. I certify that the information contained in this application is correct to the best of my knowledge and understand that any falsification, misrepresentation or omission of facts called for herein will result in my disqualification from further consideration or dismissal from employment in accordance with Heritage University policy. I authorize Heritage University to investigate my past relevant employment and/or education history. I authorize Heritage University to investigate my background, including a criminal background investigation. I also authorize any persons, companies, corporations and/or education facilities with whom I have been associated to furnish Heritage University with any information concerning my employment and educational background which they may have on record.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with Heritage University's interest, nor will I become engaged in such activity or business if employed.

If employed in consideration of my employment, I agree that my employment and compensation may be terminated in accordance with Heritage University policy. I also understand that my employment is on the "at will" basis which means that either the employer or the employee can terminate employment at any time, with or without notice and with or without cause.

If employed, I further agree that if Heritage University advances any paid leave before it has been accrued, or advances or loans me any money during the course of my employment, or if I lose, damage, or fail to return any University property, the University is authorized to deduct from my wages sufficient funds to repay such loans or advances or to replace it's property.

Applicant Signature: \_\_\_\_\_  Date: \_\_\_\_\_

*Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.*

*Thank you for your interest in employment with Heritage University.*


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**OFFICE USE ONLY:**

**Department Chair's Recommendation:**

I recommend this candidate for adjunct status. He/she is qualified to teach.

Notes: \_\_\_\_\_

Chair's Signature: \_\_\_\_\_  Date: \_\_\_\_\_

Please type name: \_\_\_\_\_

**Provost's Recommendation:**

I concur with the Chair's recommendation  I concur; however with the following modifications:

\_\_\_\_\_

Provost's Signature: \_\_\_\_\_  Date: \_\_\_\_\_

**Official transcripts are required.** Date ordered: \_\_\_\_\_ / Attached:  Yes  No