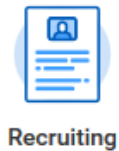
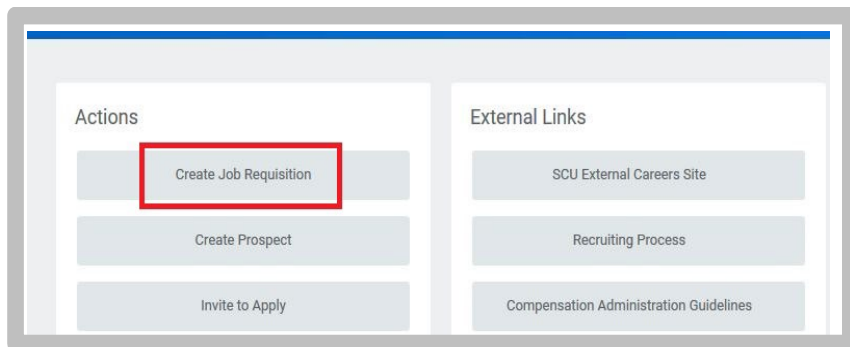


- **LOG ON TO THE VPN**
- Select the **Recruiting icon** on your dashboard - or – Type “**Create Job Requisition**” in the search box.

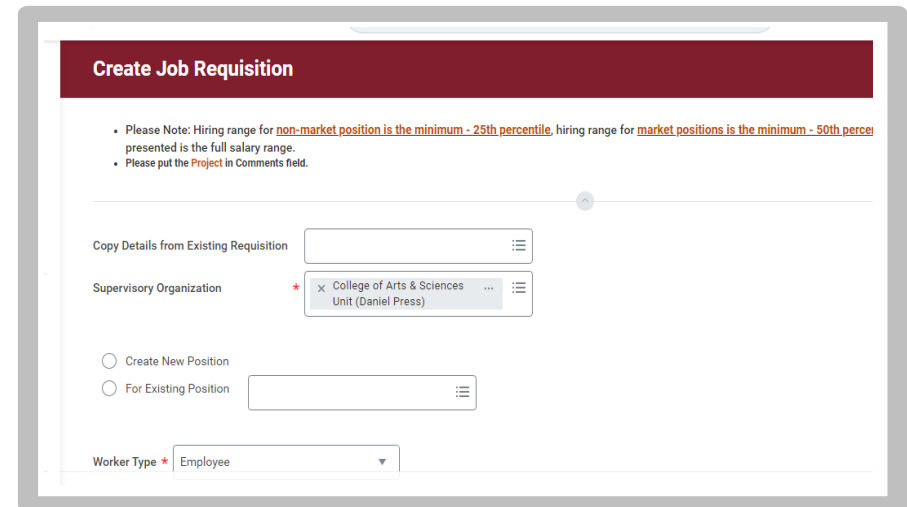


1. Click **Create Job Requisition** under Actions.



2. **Supervisory Organization:**

- **Type in the name of the dean:** College of Arts and Sciences (Daniel Press).
- Select either **Create New** or **For Existing Position**



3. Click **OK**.

4. On the **Recruiting Details** page:

- Enter the number of openings: (1+)
- Reason → New Position
- Enter the Recruiting Start Date (start date of ad to be posted)
- Enter the Target Hire Date (September 1, 2022)
- Enter the Target End Date (August 31, 2023 if one year position)

Recruiting Details

Number of Openings
1

Reason *

Targeted Job Search

Replacement For

Recruiting Instruction

Recruiting Start Date *
08/27/2019

Target Hire Date *

Target End Date

Job

For STAFF positions only: Please add the FTE and Part-Year Percentage in the Comments box for the bottom of the Summary page.

Job Details

Job Posting Title *

Justification

Job Profile *

Additional Job Profiles

Job Description *

Hiring Range:

5. On the **Job Details** page:

- Enter the Job Posting Title: **Academic Year Adjunct Lecturer** in area and department
- Enter the Justification: **leave blank**
- Select Job Profile: **By Job Family → Faculty → Academic Fixed-Term → Academic Year Adjunct Lecturer**
- Enter the Job Description: **See full text at the end of this document (p. 5-6)**
- Enter the Hiring Range: **“Salary will be based on number of courses taught and years of teaching experience; benefits eligible”.**

6. Continuing on the **Job Details** page:

- Enter the Worker Sub-Type: **Fixed Term**
- Enter the Time Type: **Full time**
- Primary Location: **enter physical department location (i.e., Kenna Hall or Vari Hall)**
- Enter the Scheduled Weekly Hours: **40**

Worker Sub-Type *
 × Fixed Term (Fixed Term) ⋮

Time Type *
 × Full time ⋮

Primary Location *
 × Guadalupe Hall ⋮

Primary Job Posting Location *
 × Santa Clara, CA ⋮

Additional Locations
 ⋮


Additional Job Posting Locations
 ⋮

Scheduled Weekly Hours
 40


Organizations ▾

Please include the Project (if applicable) in the Comments box at the bottom of the Summary page.


Company


Company * 
 President and Board of Trustees of Santa Clara College

Cost Center

Cost Center * 
 PHYS Physics Department

Costing

Program 
 IN

Fund 
 11001 Education & General Fund

7. Click Next.

8. On the **Organizations** page:

- Company: **President and Board of Trustees of Santa Clara College**
- Cost Center: **Financial department ID (e.g. BIOL)**
- Program: **IN**
- Fund: **FD10000**

9. On the **Assign Roles** page:

- Enter the Primary Recruiter(s) names: Those responsible for moving applicants through the workflow, uploading applicant documents, and submitting hiring information, e.g. department administrator, department chair, and/or search committee chair. **You may have more than one primary recruiter.**
- Enter the Search Committee Member(s) names: Those who need access to review application materials. Can make applicant notes.

Assign Roles ▾



Required: Click 'Add' and select **"Primary Recruiter"**. Then select the person(s) who will be primarily responsible for this requisition.

FOR STAFF POSITIONS: "Primary Recruiter" will be your **HR Partner**

FOR FACULTY POSITIONS: "Primary Recruiter" will be the **Department Admin, Department Chair, and/or the Search Committee Chair** assigned to the requisition.

FOR STUDENT POSITIONS, please **add yourself** as Primary Recruiter if you will be managing the candidates of this job requisition.

Optional: Click 'Add' and select **"Search Committee"**. You can select **more than one person in the same box** to give them access to the requisition.

Role	
Primary Recruiter	
Assigned To	
PCN6784 Quarterly/Semester Adjunct Lecturer - Arewe Doneyet	
Role	
Search Committee	
Assigned To	
PCN6784 Quarterly/Semester Adjunct Lecturer - Arewe Doneyet	

10. Click **Next**.

11. Review the information. Click **Submit**.

12. Up next: Approval by Faculty Dean Partner (Kathleen Schneider). Click **Done**.

Please note that the Workday system will add in the template language for these topics.

- **Additional Information about SCU, location, size, ranking, composition.**
- **Equal Opportunity/Affirmative Action language**
- **Commitment to diversity and inclusion**
- **Clery information**
- **Work Authorization: Santa Clara University does not sponsor any visa applications for this position. The successful candidate must be able to provide evidence of identity and legal authorization to work in the United States.**
- **EEO Statement**
- **Equal Opportunity/Notice of Nondiscrimination**
- **Title IX**
- **Americans with Disabilities Act**

Information for the “**JOB DESCRIPTION**” field of the Job Details page found at #5 on page 2 of these instructions.

PURPOSE:

The Department of _____ at Santa Clara University, a Jesuit, Catholic university, invites applications for an Academic Year Adjunct Lecturer (one-year, non-tenure-track) in _____ (*area of study*). Courses may include _____. Specific assignments will be made according to the academic qualifications of the individual and programmatic need. The successful candidate will teach the equivalent of ____ courses, with at least one course in each quarter, fall, winter and spring. Each quarter is 10 weeks long, with an 11th week set for final examinations. This position starts September 1, 2022. This position is for in-person instruction, however, the successful applicant may have to provide temporary on-line instruction should the county health or university health situation so require.

HIRING RANGE:

Salary will be based on number of courses taught and years of teaching experience; benefits eligible.

BASIC QUALIFICATIONS:

- (1) Terminal degree (Ph.D./MFA) in XXXX or a closely-related field. Applicants who are ABD or possess a Master's degree, accompanied by commensurate academic experience in XXXX or a closely-related field (5-7 years of college or professional teaching) will be considered.
- (2) Demonstrates excellence in teaching XXX at the college level.
- (3) Excellent communication skills.
- (4) You may add department-specific “required” qualifications.

PREFERRED QUALIFICATIONS: Please include this diversity language along with any other preferred qualifications for this position:

- (1) *Experience with inclusive pedagogical practices that advance SCU goals of diversity and equity.*
- (2) *Experience teaching and mentoring a diverse population of undergraduate students.*

RESPONSIBILITIES:

TEACHING (95%) Fulfilling all responsibilities associated with teaching the assigned courses, including:

- a. Conducting and appearing at all assigned class meetings in a timely and prepared manner that demonstrates a command of the discipline and skill in presenting it effectively;
- b. Assigning and evaluating assignments that align with the course description and course learning outcomes, and providing timely feedback to students;
- c. Holding regular weekly office hours on campus;
- d. Submitting student grades that are appropriate, accurate and fair measures of student performance to the Office of the Registrar by the designated deadline;
- e. Administering numerical and narrative evaluations for all courses;
- f. Where applicable, teaching from an approved syllabus for the University Core courses assigned or working with the Chair to design an appropriate syllabus for submission for approval from the relevant Faculty Core Curriculum Committee;
- g. Serving as an advisor to a reasonable number of students, commensurate with the full-time equivalency of the appointment, by providing informed advice to those students;
- h. Developing courses for which they are responsible and contributing to general curriculum development.

SERVICE(5%)

Faculty Handbook section 3.6.3.3 defines service as “fostering and advancing the mission and goals of the department, the University, or the profession through contributions other than teaching and scholarship or creative work such as service on committees, participation in professional organizations and activities, and community service performed in virtue of their professional expertise or association with the University.” Service may more specifically include attending department meetings, serving on committees, advising student organizations and honor societies, taking part in student recruitment/orientation efforts, and contributing to the accreditation or program assessment. To respect the time and commitment of AYAL faculty members, service expectations must be commensurate with the full-time equivalency of the appointment.

Service is typically evaluated as 5% of the appointment. Additional service must be included through an assignment letter as part of the *faculty member's formal written appointment*.

Service tasks relevant to your specific department or curriculum may be detailed here, such as Attending meetings of (specialized group like laboratory or writing instructors), generally held once a month.

Other minimal instructional or academic duties may be assigned by the Dean of the College of Arts and Sciences or the Chair of the Department.

REQUESTED APPLICATION MATERIALS:

1. *The documents you will use to review the candidates. Typically, documents include: CV, sample syllabi, and teaching evaluations from previous courses, a short cover letter, and contact information for references.**
2. *The date the ad will close. **This will be the only place a candidate can see the closing date of the ad. The ad must be up for at least 10 business days.***
3. *Applicants will upload all of their information into Workday, with the exception of *Confidential letters of reference. Those letters must be emailed to the primary recruiter(s) – department chair, administrative assistant or search committee chair –who will then upload them into the applicant file. **Provide that email contact information here.***

SPECIAL INSTRUCTIONS TO THE APPLICANT:

Optional. Department may add request for specific materials, etc.