

**APPLICATION PROCESS & REQUIREMENTS FOR PART-TIME LECTURERS**  
**Updated: November 02, 2021**

**1. OVERVIEW**

In accordance with UW's Faculty Code, all prospective part-time lecturers are required to submit application materials and potentially participate in a short interview led by a faculty review team. Application materials are then reviewed by the School of Education's voting-eligible faculty, and a recommendation for appointment is sent to the Dean of the School of Education. Thereafter, UW's Academic HR formally approves all academic hires. Please see the application instructions below for a complete listing of required documents and more detail of the pre and post application or appointment process.

Part-time lecturer positions, which are not tenure-eligible or tenure-leading, are assigned to teach courses on an as-needed bases based on the needs of the School. The course schedule is relatively fixed based on students' scheduling needs and ordinarily cannot be modified for any reason.

**Additional Instructions and Notes:**

- a. Please do not submit materials outside of this system, including to the Dean or individual faculty. Materials that are not submitted according to these instructions will be sent back to the applicant.
- b. As we have limited course offerings and must prioritize the schedules of all full-time faculty to ensure they meet their contractual obligations to the university, we may not always have opportunities for all applicants who are approved by the faculty to teach courses or.
- c. To avoid perceptions of conflicts of interest, and because of our structure of shared governance at UW, the Dean usually cannot meet with applicants before or during the review process.
- d. Since hiring new employees is a complex process that involves multiple offices at UW and UW Tacoma, please ensure all requested materials ready to submit to avoid processing delays. Please respond to inquiries within 48 business hours and we will do the same.

**2. PROGRAM AREAS IN THE SCHOOL OF EDUCATION**

- a. **Doctoral Program in Educational Leadership (EdD)**
- b. **Educational Administration Certification-** Principal or Program Administrator Preparation
- c. **EdS in School Psychology**
- d. **MEd for Practicing Educators**
- e. **Teacher Certification Programs:** tracks in K-8 Special Education, K-8 TELL (Teaching English Learners), and Secondary (Mathematics and Science)
- f. **Undergraduate Education Minors-** Education & Community Engagement & Teaching, Learning, & Justice

### 3. APPLICATION MATERIALS

Please submit the following documents electronically using the process outlined below in the table.

WHAT	DIRECTIONS
<i>Where to send materials</i>	1. e-mail documents as attachments to: (a) <a href="mailto:uwted@uw.edu">uwted@uw.edu</a> (our main account) in .doc(x), .rtf, or .pdf with the subject line <i>Last Name + SOE PT Materials</i> (e.g., <i>Chen SOE PT Application Materials</i> ) with a cc to, (b) Angela Rambo, Director of Operations, at <a href="mailto:acromer@uw.edu">acromer@uw.edu</a>
<i>Basic materials to submit</i>	<ol style="list-style-type: none"> <li>1. Current curriculum vitae/resume minimally showing all degrees and certificates/licenses earned, and relevant employment and professional experiences.</li> <li>2. At least one (1) professional letter of recommendation. Letter must be on letterhead, dated, and signed by the reference.</li> <li>3. Transcript (unofficial copy is acceptable) reflecting the highest degree earned.</li> <li>4. Written statement- see below for details.</li> <li>5. A completed and signed copy of the UW Sexual Misconduct Disclosure form located here (<b>Note: this process is mandatory for all new employees or former UW employees who have been separated for more than 1 calendar year, including those who previously taught at UW Tacoma</b>): <a href="https://ap.washington.edu/wp-content/uploads/sexual-misconduct-form.pdf">https://ap.washington.edu/wp-content/uploads/sexual-misconduct-form.pdf</a></li> </ol>
<i>Additional materials to submit</i>	<p>Provide a brief statement (1-2 pages) that addresses the following:</p> <ol style="list-style-type: none"> <li>1. A brief summary of your background and experiences.</li> <li>2. When you are available to teach (we are on a quarter system- we offer courses in fall, winter, spring, and summer quarters).</li> <li>3. The School of Education has a deep commitment to promoting diversity, equity, and social justice. Describe how your teaching will contribute to our mission and values. You may view our conceptual framework here: <a href="https://www.tacoma.uw.edu/soe/conceptual-framework">https://www.tacoma.uw.edu/soe/conceptual-framework</a></li> <li>4. Describe which course or courses you are qualified to teach, and how you would approach teaching them. You may view the course descriptions here: <a href="https://www.tacoma.uw.edu/soe/programs-study">https://www.tacoma.uw.edu/soe/programs-study</a></li> <li>5. Describe your approach to and/or experience with supporting and teaching diverse adult learners. If you do not yet have this experience, describe what types of professional development related to adult learning pedagogy that you would like to pursue.</li> </ol>
<i>Notification</i>	A member of the Office of the Dean staff (typically, the Director of Operations) will aim to confirm receipt of materials within one (1) week of submission. Applicants will be informed if there are classes available for teaching that are in alignment with the applicant's expertise, and moreover, will communicate any next steps. If no classes are available, the applicant's materials will be kept on file for possible future opportunities.

### 4. PROCESS FOR RETURNING PART-TIME LECTURERS

Each year, the School of Education's Faculty Council is required by UW policy to vote on the renewal of returning part-time lecturers. Any part-time lecturer who has not been employed within the UW tri-campus system, including the Tacoma campus, for a calendar year or more, is considered to be "separated." These individuals are required to submit updated documents using the process outlined in this document, and their candidacy will be re-voted on by the School of Education's Faculty Council for re-hiring. A Sexual Misconduct Disclosure is also required.

**Note:** *qualified and fully approved applicants will be offered opportunities as they become available. However, please note we may not always have teaching opportunities available, even for approved applicants.*