

**APPLICATION REQUIREMENTS FOR  
PART-TIME LECTURERS & TEACHING ASSOCIATES/FIELD SUPERVISORS  
UPDATED: JANUARY 2025**

*Note:* all applicants should submit their materials using our online HUB located here: <https://www.tacoma.uw.edu/soe/hiring-now> please do not send materials to the Dean, faculty directors, or others outside of this process. An Office of the Dean staff will follow up individually with individual applicants if we need additional information.

Pursuant to the requirements set forth by UW's Office of Academic Personnel & Faculty and UW Faculty Code & Governance, all prospective part-time lecturers and teaching associates/field supervisors are required to submit materials for review by a school's or unit's Elected Faculty Council and/or voting-eligible full-time faculty before they are advanced for further consideration for these positions. In Phase 1 of our process, a favorable vote among the voting faculty is required before an applicant is eligible for consideration. However, please keep in mind that final appointments are based on availability of resources and program enrollments and must be approved by the Dean of Education and Executive Vice Chancellor for Academic Affairs.

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

### **1. PROGRAM AREAS IN THE SCHOOL OF EDUCATION**

The School of Education includes the following program areas under our governance and structure: BA in Education (with 2 Education Minors), Doctoral Program in Educational Leadership (EdD), Educational Administration (Ed Admin) Principal Certification, Educational Specialist in School Psychology, MEd for Practicing Educators, Teacher Certification Programs in our dual-track K-8 (elementary) with Special Education, and TELL (Teaching English Learners) tracks, or Secondary (Mathematics and Science) *Field supervisors/teaching associates primarily serve our BA in Education and graduate-level Teacher Certification Program and Ed Admin Program.*

### **2. SUMMARY OF ROLES**

**Note:** Part-time lecturer and teaching associate/field supervisor positions are not tenure-eligible or tenure-leading. The terms are usually quarter by quarter or up to one (1) academic year; reappointment is not guaranteed. Full-time faculty in the School of Education also receive priority in course assignments or supervision to meet their in-load teaching load obligations to the university, although all efforts are made to plan ahead.

- a. **Part-time lecturers** are assigned to teach courses on an as needed basis. Our course schedule is relatively fixed based on students' scheduling needs and ordinarily cannot be modified.
- b. **Teaching associates/field supervisors** are assigned a caseload of candidates to supervise and scope of work by the Administrator of the Office of Field Placements & Partnerships, in consultation with the appropriate faculty program director.

### **3. APPLICATION MATERIALS**

Persons applying for part-time lecturer or teaching associate/field supervisor positions in the School of Education must submit the following documents electronically using our online HUB system.

WHAT	DIRECTIONS
<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- please include date ranges.</li> <li>2. Two (2) professional letters of recommendation from individuals who are able to speak to your character, professional experiences, and skills. The letters must be on letterhead, dated, and signed by the reference (e-signature is acceptable). <i>One letter should be from the current or most-recent supervisor, or someone in a leadership role. Letters should not come from family or friends.</i> <ol style="list-style-type: none"> <li>a) <u>The reference must indicate that they are recommending you for a part-time lecturer and/or teaching associate position.</u></li> </ol> </li> <li>3. Transcript (unofficial copy is acceptable) reflecting the highest degree earned.</li> <li>4. Written cover letter/statement- see below for details.</li> </ol>
<i>Additional materials to submit</i>	<p>Provide a brief cover letter (1-2 pages) that addresses the following:</p> <ol style="list-style-type: none"> <li>1. A brief summary of your professional background and experiences.</li> <li>2. When you are available to teach (we are on a quarter system- we offer courses in autumn, winter, spring, and summer quarters).</li> <li>3. We have a public 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. Please describe which course or courses you are qualified to teach- or more generally, which academic program(s). You may view the course descriptions here:  <a href="https://www.washington.edu/students/crscatt/educ.html">https://www.washington.edu/students/crscatt/educ.html</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 will pursue.</li> </ol>
<i>Notification</i>	<p>We will confirm receipt of your materials within one (1) business week of submission. It may take longer for us to confirm if any classes are available that are in alignment with the applicant’s expertise as outlined in the cover letter. If no classes are available, we will notify the applicant, and the materials will be kept on file for possible future opportunities.</p> <p>Note: there are final pre-hire clearances required before we are able to extend a formal offer of employment. These will be communicated to applicants who clear Phase I of our process (i.e., a favorable vote among Elected Faculty Council and/or voting faculty).</p>

#### 4. PROCESS FOR RETURNING PART-TIME LECTURERS AND TEACHING ASSOCIATES

Each year, the School’s Elected Faculty Council is required by UW to vote on the renewal of returning part-time lecturers and teaching associates/field supervisors. Anyone who has not been employed with UW as academic personnel for more than 1 calendar year is considered by UW to be “separated” and these individuals are, with absolutely **no exceptions per university policy**, required to go through the entire hiring process and submit updated documents as requested. Additionally, the successful completion of a sexual misconduct form is a requirement before any new academic appointments are extended, including for new applicants and those separated for more than 1 calendar year. Additional background checks may be required for certain positions. More information will be provided prior to the appointment process.