APPLICATION PROCESS & REQUIREMENTS FOR PART-TIME LECTURERS
Updated March 2021

In accordance with the University of Washington’s Faculty Code, all prospective academic positions such as part-time lecturers required to submit materials for review by a school’s or unit’s full-time faculty. A majority yes-vote among the voting faculty members is required before an applicant is formally approved to teach School of Education (SoE) students. UW’s Academic HR is the final authority on approving all academic hires. Additionally, the successful completion of a criminal background check and return of other *required documentation must occur before an appointment is extended. More information will be provided from a member of the Office of the Dean regarding these documents and steps prior to the appointment process.

1. PROGRAM AREAS IN THE SCHOOL OF EDUCATION
The School of Education includes the following program areas: Doctoral Program in Educational Leadership (Ed.D.), Educational Administration Certification, M.Ed. for Practicing Teachers, School Psychology, Teacher Certification Programs in K-8 Special Education, K-8 Teaching English Learners (TELL), Secondary (Mathematics and Science), and Undergraduate Education Minors.

2. SUMMARY OF ROLE
Qualified and fully approved applicants will be offered opportunities as they become available. However, please note that the SoE may not always have teaching opportunities available, even for approved applicants.

Part-time lecturers are assigned to teach courses based on the needs of the school each year or quarter. Our course schedule is relatively fixed based on students’ scheduling needs and ordinarily cannot be modified for any reason. Full-time SoE faculty receive priority in course assignments to meet their in-load teaching load obligations to the university.

3. APPLICATION MATERIALS & PROCESS
Persons who are applying for part-time lecturer positions in the School of Education must submit the following documents electronically.

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<th>WHAT</th>
<th>DIRECTIONS</th>
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<tr>
<td>Where to send materials</td>
<td>E-mail documents as attachments to <a href="mailto:uwted@uw.edu">uwted@uw.edu</a> (SoE’s main account) in .pdf with subject line Last Name + SOE PT Materials (e.g., Chen SOE PT Application Materials).</td>
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<td>Interview requirements</td>
<td>Due to accreditation or program requirements, an applicant may be asked to participate in an interview with the program director, faculty, staff, and/or students.</td>
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| Basic materials to submit          | 1. Current curriculum vitae/resume minimally showing all degrees and certificates/licenses earned, and relevant employment and professional experiences.  
                                        2. At least one (1) professional letter of recommendation. Letter must be on letterhead, dated (within one year of providing), and signed by the reference.  
                                        3. Written statement- see below for details. |
| Written Statement                   | Provide a brief written statement (1-2 pages) that addresses the following:  
                                        1. A brief summary of your background and experiences.  
                                        2. When you are available to teach (we are on a quarter system and offer courses in fall, winter, spring, and summer quarters).  
                                        3. The SoE has 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: http://www.tacoma.uw.edu/school-education/conceptual-framework |

*Required documentation must occur before an appointment is extended.
4. Please describe which course or courses you are qualified to teach, and how you would approach teaching them. You may view the course descriptions here: [http://www.tacoma.uw.edu/education-program/courses](http://www.tacoma.uw.edu/education-program/courses).

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.

**Notification**

A member of the Office of the Dean (typically, the Director of Operations) will confirm receipt of materials within two (2) weeks of submission to uwted@uw.edu. Applicants will be informed if there are classes available for teaching that are in alignment with the applicant’s expertise as outlined in the cover letter. If no classes are available, the applicant’s materials will be kept on file for possible future opportunities.

**Other Required Documentation (prior to appointment)**

Once a teaching opportunity has been identified and offered, the following documents and steps will be required before the appointment can be issued:

1. An unofficial copy of transcript reflecting highest degree earned as depicted on CV
2. Criminal Background Check
3. Sexual Misconduct Declaration Form
4. Personal Data Form (this can be provided after the signed appointment letter has been received)

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

Each year, the full-time SoE Faculty Council is required by UW policy to vote on the recommendation to renew returning part-time lecturers. Any part-time lecturer who has not been employed within the SoE for a calendar year or more is considered to UW to be “separated” and these individuals may be required to submit updated documents using the process outlined above, including a new criminal background check. Their candidacy will be re-voted on by SoE Faculty Council for re-hire recommendation. As noted earlier, qualified and fully approved applicants will be offered opportunities as they become available. However, please note that the SoE may not always have teaching opportunities available, even for approved applicants.