

**APPLICATION PROCESS & REQUIREMENTS FOR:
 PART-TIME LECTURERS & FIELD SUPERVISORS/TEACHING ASSOCIATES**

In accordance with the University of Washington’s Faculty Code, all prospective part-time lecturers and teaching associates/field supervisors (hereinafter referred to as field supervisors) are required to submit materials for review by a school’s or unit’s full-time faculty. A majority yes-vote among the full-time faculty in the School of Education (SOE) is required before an applicant is formally approved to teach or supervise SOE students. UW’s Academic HR is the final authority on approving hires. Additionally, the successful completion of a criminal background check is a requirement before any appointments are extended. More information will be provided when an appointment is offered.

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, Teacher Certification Programs in Special Education, Secondary (Mathematics and Science), and TELL (Teaching English Learners), and Undergraduate Education Minors.

2. SUMMARY OF ROLES

Part-time lecturers teach across all of our programs. Field supervision occurs in the following programs: Teacher Certification Programs in Special Education, Secondary (Mathematics or Science), and TELL (Teaching English Learners), and Educational Administration Certification (principal preparation).

See below for a brief overview of each position type. Note: these positions are not tenure-eligible or tenure-leading.

PART-TIME LECTURERS	FIELD SUPERVISORS
<p>Part-time lecturers are assigned to teach courses on an as-needed bases based on the needs of the school. Our course schedule is relatively fixed based on students’ scheduling needs and ordinarily cannot be modified for any reason.</p> <p>Full-time SOE faculty receive priority in course assignments to meet their in-load teaching load obligations to the university.</p>	<p>Field supervisors primarily mentor, supervise, and support our principal or teacher candidates as they progress through fieldwork as part of their respective programs of study. Each field supervisors maintains close communication with the candidate, the mentor teacher, and SOE faculty and staff throughout the field assignment.</p> <p>Field supervisors work with the Director of Field Placement and Partnerships to determine candidate load (range is supervising 3-6 candidates per academic year).</p>

3. APPLICATION MATERIALS

Persons who are applying for part-time lecturer or field supervisor positions in the School of Education must submit the following documents electronically. Note there are slightly different processes and requirements for each position type.

WHAT	PART-TIME LECTURERS	FIELD SUPERVISORS
<i>Where to send materials</i>	1. e-mail pdf documents as attachments to uwted@uw.edu (SOE's main account) with subject line <i>Last Name + SOE PT Application Materials</i> (e.g., <i>Chen SOE PT Application Materials</i>).	
<i>Interview requirements</i>	2. Due to accreditation or program requirements, an applicant may also be asked to participate in an interview.	
<i>Basic materials to submit</i>	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 the last year, and signed by the reference. 3. Transcript (unofficial copy is acceptable) reflecting the highest degree earned. 4. Written statement- see below for details.	
<i>Additional materials to submit</i>	Provide a brief statement (1-2 pages) that addresses the following: <ol style="list-style-type: none"> 1. A brief summary of your background and experiences. 2. When you are available to teach (we are on a quarter system- we 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 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. 	Provide a brief statement (1-2 pages) that addresses the following: <ol style="list-style-type: none"> 1. A brief summary of your background and experiences. 2. Which program you are qualified and interested in conducting field supervision in. See Section 2 – Summary of Roles for programs. 3. When you are available to supervise candidates (we are on a quarter system- supervision runs fall, winter, and spring quarters). 4. The SOE has a public commitment to promoting diversity, equity, and social justice. Describe how your mentorship of our candidates will contribute to our mission and values. You may view our conceptual framework here: http://www.tacoma.uw.edu/school_education/conceptual-framework
<i>Notification</i>	A member of the Dean's office (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.	The Director of Field Placement and Partnerships will confirm receipt of materials within two weeks of submission to uwted@uw.edu . Qualified applicants will be informed if opportunities are available; more information about the process and requirements will be provided at that time.

5. PROCESS FOR RETURNING PART-TIME LECTURERS AND FIELD SUPERVISORS

Each year, the full-time SOE faculty are required by UW policy to vote on the renewal of returning part-time lecturers and field supervisors. Any part-time lecturers or teaching associates who have not been employed within the SOE for a calendar year or more are considered separated. These individuals will be required to submit updated documents using the process outlined in this document, and their candidacy will be re-voted on by SOE faculty for re-hiring. A criminal background check will also be required again for any returning part-time lecturers or field supervisors who have been separated for a year or more.

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