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| Job Details |  |
| # of Openings to Fill |  |
| Position Number(s) | **Must include** |
| Department Budget# |  |
| Desired Start Date |  |
| Recruiting Location (Kennesaw or Marietta) |  |
| Name and (OneUSG) Employee ID # of Faculty Being Replaced |  |

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| Position Information |  |
| Job Type | Full-Time |
| Tenure Status | Non-tenure Track |
| Employment Term (9-month) |  |
| Hiring Department Name |  |

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| Job Posting Information |  |
| Job Posting Title  NOTE: Initial appointment at the rank of senior lecturer is reserved for those with extensive experiences and accomplishments. | Lecturer of **Discipline**  This title will appear on the applicant portal. Please include rank and discipline. |
| Job Summary  Anything above Lecturer must be approved by Academic Affairs prior to submitting request. | Kennesaw State University is now accepting applications for a full-time, non-tenure track faculty position as Lecturer of **Discipline** in the **Department/School** of **Name** with a preferred start date of **Month and year**. This is a nine-month contracted position. This position is for work to be performed in the state of Georgia. |
| Responsibilities | A commitment to excellence in teaching and service to the university, department and/or discipline is expected of all non-tenure track faculty.  Include the following at a minimum (Be specific for the position):   * Teaching **undergraduate and/or graduate** courses in **the area of specialization** (or **list specific classes**) * Service (may be specific service expectations or general statement that some service to Dept/College/University/professional community is expected)   Teaching assignments will be based on earned degrees and SACSCOC Faculty Credentials Guidelines. |
| Required Qualifications | Required Qualifications Include :  **To teach undergraduate courses:**   * A minimum of a Master’s degree, or the foreign equivalent, in **(Teaching Discipline)** or a closely related discipline is required.   OR   * A minimum of a Master’s degree, or the foreign equivalent, in a non-related discipline with 18 graduate credit hours in the teaching discipline is required.   **To teach graduate courses:**   * A Terminal/Doctorate degree, or the foreign equivalent, in **(Teaching Discipline)** or a related discipline is required.   NOTE: For ABDs you may add: (Required degree must be earned by start date.)  NOTE: If only a specific terminal degree such as Ph.D. is listed, then you can only hire someone with that exact degree.  *(Criteria listed here must be verifiable, such as evidence of, previous experience, successful experience, demonstrated record, etc.)* |
| NOTE: If the phrase “or related field” after the *teaching discipline* above is used*,* include a list of the related fields associated with the position.  This will not be listed on the posting. | List some examples of the related fields. This does not have to be an exhaustive list. |
| Preferred Qualifications (if applicable)  NOTE: Anything listed here can be moved to the Required Qualifications section. | Suggested other qualifications you may include (Be specific for the position):   * Licenses, certifications, or professional memberships * Specific experiences or skills (e.g., prior teaching, familiarity with specific techniques) * Experience teaching on-line or hybrid courses * Record of past teaching at a particular level (e.g., graduate vs. undergraduate) or area (sub-discipline)   *(Criteria listed here must be verifiable, such as evidence of, previous experience, successful experience, demonstrated record, etc.)*  NOTE: Anything listed here will also be considered required qualifications by the Department of Labor for anyone who will need visa sponsorship. |
| Department Contact Information for Job Opening Questions | For questions about this faculty opening, please contact **Faculty Name, Email Address, and/or Phone Number**.  Typically, contact information will be the email/phone number for the department chair or the search committee chair. |
| Job Posting Application Deadline:  (The posting will remain open until filled unless you choose the absolute deadline.) | Review of applications will begin immediately. For full consideration, please apply by **DATE**.  OR  Application deadline is **DATE**. |
| Required Attachments  (1-4 are mandatory attachments) | 1. CV 2. Cover Letter 3. Unofficial Transcripts (Official Transcripts and Official International Course-by-Course Evaluations Due Upon Hire) 4. Names, phone numbers, and email addresses of at least 3 references   Incomplete applications will not be considered.  NOTE: You may add additional required and/or optional attachments, such as:   * Teaching philosophy and how you will advance student success at KSU |
| Advertising Categories (optional) | Lists are available on the Faculty Affairs Conducting Faculty Searches webpage. |
| College/Department Descriptions | *Will be added by FA team from the approved descriptions.* |
| Hiring Manager |  |
| Academic Home College Dean |  |
| Business Manager |  |
| Search Committee Chair  (Must be a permanent, full-time faculty member.) |  |
| Search Committee Members with **(OneUSG) *Employee ID* #s** (must have at least 5 members for full-time contracted positions) |  |