

## Request to Post Adjunct Position

Please complete this form in full. Forward on to HR with Signature.

An example is provided below for your convenience

**Job Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Dean:** \_\_\_\_\_

**Program Coordinator:** \_\_\_\_\_

**Division Assistant:** \_\_\_\_\_

**Date to Post Position:** \_\_\_\_\_

**Anticipated Start Date:** \_\_\_\_\_

**New Position or Replacing:** \_\_\_\_\_

**If Replacing, who:** \_\_\_\_\_

<b>Justification for posting:</b>	
<b>Scope of Position:</b>	
<b>Key Measurable Expectations:</b>	
<b>Minimum Qualifications:</b>	
<b>Preferred Qualifications:</b>	
<b>Physical Demands:</b> (i.e. lifting in lbs., bending, etc.)	
<b>Driver's License required:</b>	
<b>Work hours:</b> (i.e. M-F 8-4:30, some evenings, some weekends, other/specify)	
<b>Special Instructions:</b> <i>Usually "For Subject matter questions, please contact: and add Coordinator contact" *</i>	
<b>Team members on search committee?</b> Usually Dean, Division Assistant, and Coordinator	
<b>Additional filter questions to add to posting:</b> Standard list will be used unless otherwise noted*	
<b>Documents required other than resume?</b> Standard list will be used unless otherwise noted*	

**Program Coordinator:** \_\_\_\_\_

Date: \_\_\_\_\_

Contact Amanda Mitchell, HR Onboarding Specialist, if further assistance is needed to complete the form.

[akmitchell@lc.edu](mailto:akmitchell@lc.edu)

09/01/2022am

# EXAMPLE

## Request to Post Adjunct Position

<b>Job Title</b>	Adjunct Instructor – English as a Second Language
<b>Department</b>	Adult Education
<b>Position Reports to (usually the Dean)</b>	Associate Dean
<b>Division Assistant</b>	Joel Watson
<b>Coordinator</b>	Jeff Campbell, Director of Curriculum and Instruction
<b>Anticipated Start Date</b>	Aug. 22, 2022
<b>New or replacing position. If replacing, list name(s)</b>	New position
<b>Justification for posting</b>	Lewis and Clark Community College is currently seeking an adjunct instructor to teach ESL Courses on Tuesday and Thursday for the Spring 2023 semester. Classes held on the Benjamin Godfrey campus.
<b>Scope of Position</b>	This position is needed to support course offerings in the listed discipline. The employee will teach courses as requested by the program coordinator or the academic Dean.
<b>Key Measurable Expectations</b>	Lewis and Clark Community College is currently seeking an adjunct instructor to teach Basic Design during the Spring 2023 semester. Classes will be held on the Benjamin Godfrey campus. Candidate must be available to teach mornings or afternoons or evenings and should possess the appropriate credentials to teach at the college level.
<b>Minimum Qualifications</b>	Bachelor's degree with teaching experience in English as a Second Language.
<b>Preferred Qualifications</b>	Same as minimum
<b>Physical Demands</b> (i.e. lifting and how much, bending, stooping, etc.)	None
<b>Driver's License required</b>	No
<b>Work hours</b> (i.e. M-F 8-4:30, some evenings, some weekends, other and specify)	T, Th 5:30-8:30
<b>Date requested to post the position</b>	7/22/2022
<b>Special Instructions (need Coordinator contact info)</b>	If you have questions about this teaching position and its curriculum please contact Jeff Campbell at Jercampbell@lc.edu
<b>Who are team members on committee?</b>	Associate Dean & Directors (please provide their names)
<b>Filter questions other than ones listed below?</b>	standard list
<b>Documents required other than resume? List any changes from list below.</b>	standard list

### **Standard Filter Question List:**

How did you hear about this employment opportunity?  
What is the highest level of education attained?  
How many years of experience do you have in this type of position?  
This position is located in Godfrey IL. Are you willing to work in Godfrey IL.?  
Are you a SURS annuitant?  
Are you and affected SURS annuitant?  
Are you legally authorized to work in the U.S.?  
Will you now or in the future require VISA sponsorship?  
Are you an internal candidate?

### **Standard Documents List: Not used Optional Required**

Resume			x
Cover Letter		x	
Curriculum Vitae	x		
Teaching Philosophy	x		
Letter of Reference 1		x	
Letter of Reference 2		x	
Letter of Reference 3		x	
Other Documents		x	
Transcripts		x	
HR Added Documents		x	