

STETSON UNIVERSITY
PROFESSIONAL EMPLOYMENT RECOMMENDATION FOR PART-TIME FACULTY

College/Library/School: _____

Name: _____ SUID: _____

Mailing Address: _____ Phone: _____

_____ Email: _____

Has the above named candidate been previously employed by Stetson? ___Yes ___No
If yes, when and in what capacity? _____

Is the above named candidate for employment authorized to work in the U.S.? ___Yes ___No
Please contact the Office of Human Resources immediately if the selected candidate does not have legal authorization to work in the U.S.

RECOMMENDATION TO THE PROVOST

Department, Discipline or Field: _____

Course(s) to be Taught: _____
CRN, Subject, Course Number, Section
(e.g., 4496 ENGL 101.01) _____

Salary: _____

QUALIFICATIONS

Does the candidate possess a degree in the appropriate discipline from a regionally accredited institution within the U.S.? ___Yes ___No

Highest degree earned in the appropriate discipline: _____

A minimum of 18 graduate credits is required in the respective discipline. For those without such credentials, please attach a separate statement of qualifications addressing the appropriateness of the candidate's degree and/or experience.

ATTACHED ITEMS MUST INCLUDE

- ___ 1. Letter of application.
- ___ 2. Current curriculum vita.
- ___ 3. Two or more references (letters or summaries of phone calls) from non-Stetson-affiliated faculty or professionals.
- ___ 4. Official transcript from institution awarding highest degree (a copy is valid for 30 days).
- ___ 5. Required for College of Arts and Sciences: Evaluation of a live teaching demonstration at Stetson and/or a recent syllabus and teaching evaluations from another college or university for a course comparable to the course(s) to be taught at Stetson. Also desirable: Peer observation report from a colleague at another college or university for a comparable course.

_____ Department Chair	_____ Date	_____ Dean	_____ Date
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The complete Professional Employee Recommendation (PER), above-listed attached items, and a Personnel Action Form (PAF) for hiring will be forwarded to the Office of the Provost and Academic Affairs by the Dean's Office after approval.