

UNIVERSITY OF CENTRAL OKLAHOMA

ADJUNCT FACULTY POSITION: APPLICATION INFORMATION

Purpose: To inform prospective adjunct faculty about standards, requirements, and procedures associated with applying for an adjunct position at the University of Central Oklahoma (UCO).

Academic Credentials: For most courses, adjuncts are expected to have at least a master's degree. For exceptional circumstances, deans may request hiring with less than a master's.

Application & Required Documentation:

Complete on-line application.

Application Letter. Address to appropriate department chair/school director (see list).

Current Resume/Vita. Include your current address, daytime phone number, Social Security number, your teaching experience (if applicable), related professional experience, and at least three professional references with contact information.

Official Transcripts. Submit transcripts for all earned degrees, (not for work in progress) which must bear official raised seal or official signature.

References. Provide the names with contact information for three professional references. At least two (2) references must be individuals other than UCO employees.

References Checked: Department Chairs/School Directors must provide documentation of checking references.

Time lines: You may submit your application packet at any time. However, it should be received no later than 30 days prior to the next semester/term.

Addresses for all Department Chairs/School Directors: University of Central Oklahoma, 100 N. University Drive, Edmond, OK 73034. See list of chairs.

Salary & Contract: Adjuncts with doctorates or other terminal degree are paid \$884 per credit hour taught; \$676 for those with a non-doctoral degree. Pay may vary for other adjunct tasks, i.e. labs, applied lessons, etc. Normally, adjuncts will not teach more than nine credit hours per semester. UCO employees may teach only outside of their normal working hours.

Benefits: Adjuncts do not receive benefits, e.g. health insurance, Teachers' Retirement.

Employment Services Coordination: Upon selection, all first-time adjuncts (and those who have not taught at UCO for a year or more) must personally report to the Office of Employment Services (room 204, Lillard Administration Building) **prior** to the semester's start date to fill out employment paperwork.

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Office Keys: Keys are issued by the Department of Public Safety (ext. 2345), after being requested through the department chair or dean. Keys must be turned in at the semester/term end if not already confirmed for teaching next semester/term. *Note: not all departments issue keys to adjuncts.*

Office Supplies & Secretarial Support: Check with your department chair/school director or secretary.

Official Adjunct File: Files are maintained in the Office of Academic Affairs and consist of adjunct's application packet, department chair's/school director's and dean's recommendation and subsequent associated documents. Files are accessible to adjunct any time during business hours. Colleges maintain an unofficial copy of adjunct files.

Questions: For general questions about the application process, call the Office of Academic Affairs. For questions about curricular/course matters, call the respective department chair/school director or the dean's office.

UCO DEANS & CHAIRS, ACADEMIC YEAR 2006-2007

COLLEGE OF ARTS, MEDIA & DESIGN: Dr. John Clinton, Dean

Art – Mr. Joseph Daun, MFA; **Design** – Mr. Larry Hefner; **School of Music** – Dr. Jerry Smith; **Theatre, Dance, and Media Arts** – Dr. Robert McGill

COLLEGE OF BUSINESS ADMINISTRATION: Dr. Mike Shirley, Dean

Accounting – Dr. Katherine Terrell; **Economics** – Dr. Joseph Johnson; **Finance** – Dr. Randal Ice; **General Business** – Dr. William Wardrope; **Information Systems and Operations Management** – Dr. Lisa Miller; **Management** – Dr. K.J. Tullis; **Marketing** – Dr. Stacia Wert-Gray; **Military Science** –

COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES: Dr. James Machell, Dean

Advanced Professional Services – Dr. Pat Coutts; **Curriculum and Instruction** – Dr. Paulette Shreck; **Human Environmental Sciences** – Dr. Lori Beasley; **Kinesiology and Health Studies** – Dr. Donna Cobb; **Occupational and Technology Education** – Mr. Robin Lacy; **Professional Teacher Education** – Dr. Diane Jackson; **Psychology** – Dr. Michael Knight; **Special Services** – __

COLLEGE OF LIBERAL ARTS: Dr. Pam Washington, Dean

English – Dr. Mary Spelman; **History and Geography** – Dr. Stanley Adamiak; **Humanities and Philosophy** – Dr. Stephen Law; **Mass Communication** – Dr. Terry Clark; **Modern Languages, Literatures, and Cultural Studies** – Dr. Rudi Nollert; **Political Science** – Dr. Greg Scott; **Sociology, Criminal Justice, and Substance Abuse Studies** – Dr. David Ford

COLLEGE OF MATHEMATICS AND SCIENCE: Dr. John Barthell, Dean

Biology – Dr. Jenna Hellack; **Chemistry** – Dr. Cheryl Frech; **Computer Science** – Dr. Hong Sung; **Funeral Service** – Dr. Gary Sokoll, Acting Chair; **Mathematics and Statistics** – Dr. Charles Cooper; **Nursing** – Ms. Linda Rider, Interim; **Engineering & Physics** – Dr. Bahaeddin Jassemnejad