

Application for Instructional Position

We are pleased you are considering applying for a part-time instructional position with UNM Continuing Education. To ensure your application will receive adequate assessment, please supply us with all requested information. A current resume must accompany this application form.

Part-time instructional staff are employed as needed each semester, or on a contract basis. Return this application and all required attachments to:

UNM Continuing Education
Professional Programs
1634 University Blvd. NE
Albuquerque, NM 87102

Or email all documents to the Program Supervisor who manages the programs in your course area.
(See contact information listed on this webpage.)

1. Personal Information

Last Name			First Name		Middle Initial	
Street Address			City	State	Zip	
Home Phone		Work Phone		Cell Phone		
Email Address			Have you previously taught at UNM Continuing Education?			
If yes, when? _____			Yes _____ No _____			
What department(s)? _____						

2. Please complete the following questions.

- Briefly state your reasons for seeking a teaching position with The University of New Mexico Division of Continuing Education, including a brief summary of your teaching experience.
- Give a brief summary of your subject-related experience/qualifications.
- Describe your current occupation and responsibilities.

3. The following additional information must accompany your completed application.

- Current professional resume with detailed information concerning your educational background and professional qualifications.

4. General course guidelines and policies:

- All course offerings are designed to be self-sustaining.
- Courses vary in length depending on course objective(s).
- Homework and examinations are not always required.
- The offering of any course is at the discretion of UNM Continuing Education. Compliance with the course guidelines does not guarantee the offering of the course.
- Approved applicants will receive an appropriate UNM Continuing Education Instructor Manual.
- UNM Continuing Education is committed to the policy of providing Equal Employment Opportunity to all of its employees and applicants regardless of race, color, religion, national origin, physical or mental disability, age, sex, sexual orientation, sexual preference, ancestry or medical condition.
- UNM Continuing Education protects the confidentiality of students and instructors to the extent of the law.