



**THE UNIVERSITY OF NEW MEXICO
DIVISION OF CONTINUING EDUCATION
GROWTH & ENRICHMENT**

1634 University Blvd. NE
Albuquerque, NM 87131-4006
(505) 277-0077 Main
(505) 277-8975 Fax
www.dce.unm.edu

APPLICATION FOR INSTRUCTIONAL POSITION

We are pleased you are considering applying for a part-time instructional position with UNM Continuing Education. To insure your application receives adequate assessment, please supply us with all requested information. A CURRENT RESUME AND COURSE PROPOSAL **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
Growth & Enrichment Program
1634 University Blvd. NE
Albuquerque, NM 87131-4006**

I. PERSONAL INFORMATION

Last Name	First Name	Middle Initial
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Street Address	City	State	Zip
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Home Phone	Work Phone	Cell Phone
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Email Address

Have you previously taught for UNM Continuing Education? Yes _____ No _____

If yes, when? _____ What department(s)? _____

I. PLEASE COMPLETE THE FOLLOWING QUESTIONS (Use additional paper as needed):

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

II. THE FOLLOWING ADDITIONAL INFORMATION MUST ACCOMPANY YOUR COMPLETED APPLICATION

1. Current professional resume with detailed information concerning your educational background and professional qualifications.
2. Three current letters of professional reference, to attest to your subject knowledge and teaching/training/consulting ability.
3. A course proposal for each class you would like to teach, including: title, brief course description, course syllabus or outline, length and format, learning objectives/benefits to student(s), course texts and/or resource materials.
4. A materials list of items/supplies students will need to purchase or bring to class. Include approximate cost of materials or supplies. Any materials fees or food fees incurred by the instructor must be listed in the course description.

III. GENERAL COURSE GUIDELINES AND POLICIES:

1. All course offerings are programmed to be self-sustaining.
2. Courses vary in length depending on course objective(s).
3. Homework, examinations and attendance is not required.
4. 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.
5. Approved applicants will receive an appropriate UNM Continuing Education Instructor Manual.
6. 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.
7. UNM Continuing Education protects the confidentiality of students and instructors to the extent of the law.
8. Upon completion of application and required attachments, UNM Continuing Education will determine the marketability of course offering(s). If approved we will contact you regarding scheduling of classes.
9. Growth & Enrichment Instructors are paid \$20.00 per contact hour. Pay increases by \$1.00 per hour each Summer semester. The maximum pay rate is \$30.00 per hour. There is no payment for prep time or travel.

APPLICANTS' CERTIFICATION:

I certify that the information contained in this application is correct and complete to the best of my knowledge and belief. I understand that knowingly making a false statement or omission in this application may be sufficient cause for rejection of this application or dismissal after employment.

Signature of Applicant

Date