

Part-Time Instructor Advertising Request Form

- To complete the form, **fill in the gray shaded areas below**, or print and fill out by hand.
- Return to **Shawna Hearn, Employment Services**. Email: shearn@palomar.edu Fax: 760.761.3530
- Your ad will be posted within the following business day on the HR website at **www.palomar.edu/hr/ptfaculty**.
- Your position will also be placed on the **California Community College Registry** and **Southern California Higher Education Recruitment Consortium** websites for free (unless you indicate otherwise below). Emails can also be sent to qualified candidates listed on the Registry to announce the opening.
- **Questions or additional advertising requests?** Contact Shawna at ext. 2608.

Department and Academic Discipline	
Minimum and Preferred Qualifications Indicate the minimum degree(s) required and any preferred qualifications. If required, also indicate certificates, licenses, or other necessary qualifications. Note: We may alter the minimum qualifications to match guidelines established by the Chancellor's Office.	
Semester(s) Indicate the semester(s) during which this instructor will teach. (optional) <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Other:	
Course Title(s)/Number(s) Indicate the title(s) and number(s) of course(s) the instructor will teach as listed in the College catalog: (optional)	
Hours Indicate the days and hours of the course <u>or</u> the general time of day the instructor will teach. (optional) <input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends <input type="checkbox"/> Other: Day(s): _____ Time(s): _____	
Location Indicate the campus(es) or location(s) at which the instructor will teach. (optional)	
Name and Position Title of Contact Person	
Contact Information and Form of Submission Choose how you would like applicants to respond to your ad, and indicate appropriate contact information for each. <input type="checkbox"/> Fax: _____ <input type="checkbox"/> Email: _____ <input type="checkbox"/> Phone: _____ <input type="checkbox"/> Mail: _____	
Required Application Materials Indicate what materials applicants must submit in order to be considered. <input type="checkbox"/> Resume <input type="checkbox"/> Cover Letter <input type="checkbox"/> Other:	
Additional Information or Special Wording: Indicate any additional information you would like in your ad that is not listed above.	
Department Website Address (optional)	
Advertise position on the California Community College Registry website? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Advertise position on the Higher Education Recruitment Consortium (HERC) website? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Send emails to qualified candidates listed on the Registry? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Submitted by:	Date submitted: