

**FORT LEWIS COLLEGE
PART-TIME, VISITING FACULTY AND
FULL-TIME, ONE-SEMESTER, VISITING FACULTY
SEARCH AND APPOINTMENT PROCESS**

1. The Provost and Vice President for Academic Affairs, Associate Vice President for Academic Affairs, and Deans oversee the hiring of part-time, visiting faculty and full-time, one-semester, visiting faculty positions.
2. When advertising for a specific position is needed, the person responsible for hiring should consult with the Equal Opportunity Coordinator about an advertising campaign.
3. From time to time, a composite advertisement may be developed by a Dean, the Associate Vice President for Academic Affairs, or the Provost and Vice President for Academic Affairs and published locally, regionally, or nationally.
4. Applicants' files are kept in the appropriate Dean or Associate Vice President for Academic Affairs' office and are available to administrators to review for potential hiring.
5. The appropriate Dean or Associate Vice President for Academic Affairs will periodically ask the applicants in writing whether they wish to keep their files active. Unanswered applicants' files will be eliminated.
6. Before an applicant can be hired, his or file must be complete. A complete file must include résumé, letter of interest, application form, original undergraduate and graduate transcripts, and three letters of recommendation.
7. Recommendation for hiring will be made by the Department Chair to the appropriate Dean or Associate Vice President for Academic Affairs.
8. Part-time, visiting faculty members may be hired on a renewable, full-year appointment with or without search. The initial appointment and renewal decisions will be made based on the performance evaluation, the College's staffing need, and the effect of the proposed appointment on the College's commitment to diversity. The appropriate Dean or Associate Vice President for Academic Affairs will make a recommendation for both initial appointment and renewal to the Provost and Vice President for Academic Affairs for approval.
9. The appropriate Dean or Associate Vice President for Academic Affairs will file a request for a Contract and Supplemental Pay Request (CaSPR) for the signature of the Provost and Vice President for Academic Affairs.

Approved: Unknown

Revised: January 1991; November 2, 2005