



# Career and Technology Adjunct Faculty Application Checklist

**1) Resume** which includes the following information:

- Contact Information:** Name, Home Address, Email, Phone, **and** School Name, Address, Phone
- Years of experience, subjects taught, and schools where you have taught – **including other universities**
- Education – All degrees earned, institution name, and year degree awarded
- Occupational and other experience related to content area and expertise in subject
- Distinctions, such as leadership roles, awards, or honors received

**2) Transcripts**

- ALL** Undergraduate and Graduate transcripts are required\* (*must be legible, current, and indicate degree earned*)
  - PLEASE NOTE: Unofficial transcripts will be accepted for the application process – official transcripts, issued directly to VU, will be required upon approval.**
- Transfer hours indicated on one transcript must be submitted on a transcript from the originating university/college

**3) Licensure**

- Copies of all applicable licensures/certifications (i.e. industry/occupational related)

**4) Classroom/Lab/Equipment Information & Approval Form** (as required) \*\*

- Select courses that utilize labs or specific equipment/software must be approved prior to offering the course

**5) Education Plan** (if applicable)

- An education plan may be required in order to comply with VU faculty credentialing requirements. If requested, the plan must include requirements to be met, including any coursework or licensures/certifications required.

**6) Completion & Submission of This Form**

- This form must be completed, signed, and submitted with all application materials

Please read and check each box, then sign below indicating:

- I have read, understand, and agree to adhere to the guidelines in the [Project EXCEL Policies and Procedures manual](#).
- I understand that I will receive approval notification and all program information/updates via email and that I am responsible for checking the email address(es) provided below on an ongoing basis for updates regarding program requirements, forms, and deadlines for submission.
- Upon approval, I will be considered an adjunct faculty member of Vincennes University and must submit the “new hire” paperwork that is required **PRIOR** to teaching a course through Project EXCEL.
- Upon approval, I understand that **ALL official** transcripts must be issued directly to VU – attention: Project EXCEL.
- I understand that I must participate in a required orientation session on the VU campus with the faculty liaison prior to teaching a course through Project EXCEL.
- I understand that I must attend a required professional development session held annually on the VU campus.

\_\_\_\_\_  
VU dual credit courses for which you are applying to teach

\_\_\_\_\_  
High School/Career Center Name

\_\_\_\_\_  
Printed Instructor Name

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Email Address

\_\_\_\_\_  
Personal Email Address (Optional)

***\*Upon approval, ALL official transcripts MUST be issued directly to Vincennes University from the granting institution prior to teaching a dual credit course.***

***\*\*If required, the [Classroom/Lab/Equipment Information & Approval form](#) may be found on our [website](#).***