Policy on Faculty Communication and Technology Skills

Policy Title: Faculty Communication and Technology Skills
Policy Type: Administrative
Policy Number: ADM Policy #03-10-17 (2022)
Responsible Office: Office of Academic Affairs
Responsible Executive: Vice President for Academic Affairs
Applies to: Full-time, Part-Time, and Adjunct Faculty (New Employees)

PURPOSE

While the letter of application serves as a sample of writing skills, part of the interview and selection process for faculty is an evaluation of the oral, written, technical communication, and computer technology skills of the applicant.

POLICY STATEMENT

The applicant is asked to submit and/or create on-site, and in real time, other written samples of composition and thinking. Additionally, the applicant is asked to demonstrate a lesson or make a brief presentation to a select group of students, faculty and/or staff.

CONTACT(S)

The Office of the Vice President for Academic Affairs officially interprets this policy. The Office of the Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by the Executive Cabinet for ADM Policy #03-10-17 (2022). Questions regarding this policy should be directed to the Vice President for Academic Affairs.