UNIVERSITY OF CENTRAL OKLAHOMA
ADJUNCT FACULTY POSITION: APPLICATION INFORMATION

**Purpose:** To inform prospective adjunct faculty about standards, requirements, and procedures associated with applying for an adjunct position at the University of Central Oklahoma (UCO).

**Academic Credentials:** For most courses, adjuncts are expected to have at least a master’s degree. For exceptional circumstances, deans may request hiring with less than a master’s degree on a semester by semester basis.

**Application & Required Documentation:**

- Complete on-line application.
- Application Letter. Address to appropriate department chair/school director (see list).
- Current Resume/Vita. Include your current address, daytime phone number, your teaching experience, and related professional experience.
- Official Transcripts. Submit transcript for degree, which must bear official raised seal or official signature.
- References. Provide the names with contact information for three professional references. At least two (2) references must be individuals other than UCO employees.
- References Checked: Department Chairs/School Directors must provide documentation of checking references. (i.e. by initialing references have been contacted)

**Time lines:** You may submit your application packet at any time. However, it should be received no later than 30 days prior to the next semester/term. Many departments keep a pool of potential adjunct faculty, so if a need arises suddenly, the department chair/school director can make immediate contact. Once a year, the online requisition with the pool of applicants is closed and new online requisitions will be created to ensure contact information is current.

**Addresses for all Department Chairs/School Directors:** University of Central Oklahoma, 100 N. University Drive, Edmond, OK 73034. See list of chairs/directors.

**Salary & Contract:** Adjuncts with doctorates or other terminal degree are paid $915 per credit hour taught; $700 for those with a non-doctoral degree. Pay may vary for other adjunct tasks, i.e. labs, applied lessons, etc. Normally, adjuncts will not teach more than nine credit hours per semester. UCO employees may teach only outside of their normal working hours.

**Benefits:** Adjuncts do not receive paid benefits by the university, e.g. health insurance, Teachers’ Retirement. For information regarding part-time employee information go to [http://www.uco.edu/administration/human-resources/employment/new-employee-forms/part-time-employees.asp](http://www.uco.edu/administration/human-resources/employment/new-employee-forms/part-time-employees.asp)

**Employment Services Coordination:** Upon selection, all first-time adjuncts (and those who have not taught at UCO for a year or more) must personally report to the Office of Employment Services (room 204, Lillard Administration Building) prior to the semester’s start date to fill out employment paperwork.

University of Central Oklahoma
Academic Affairs Form 97-1
Revised November 2013
Replaces all previous editions
Office Keys: Keys are issued by the Department of Public Safety (ext. 2345), after being requested through the department chair or dean. Keys must be turned in at the semester/term end if not already confirmed for teaching next semester/term. *Note: not all departments issue keys to adjuncts.*

Office Supplies & Secretarial Support: Check with your department chair/school director or secretary.

Official Adjunct File: Files are maintained in the Office of Academic Affairs and consist of adjunct's application packet, department chair/school director’s and dean’s recommendation and subsequent associated documents. Colleges maintain an unofficial copy of adjunct files.

Questions: For general questions about the application process, call the Office of Academic Affairs. For questions about curricular/course matters, call the respective department chair/school director or the dean's office.

UCO DEANS & CHAIRS, ACADEMIC YEAR 2013-14

COLLEGE OF FINE ARTS AND DESIGN: Dr. Pamela Washington, Interim Dean

Art – Ms. Charlene Weidell; Design – Ms. Rukmini Ravikumar; School of Music – Dr. Keith White; Dance– Ms. Jill Priest; Theatre Arts-Mr. Chris Domanski

COLLEGE OF BUSINESS ADMINISTRATION: Dr. Mickey Hepner, Dean

Accounting – Dr. Katherine Terrell; Economics – Dr. Jeremy Oller; Finance – Dr. Randal Ice; Information Systems and Operations Management – Dr. Michelle Hepner; Management – Dr. Ethan Waples; Marketing – Dr. Stacia Wert-Gray; Military Science – LTC Michael Teifke

COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES: Dr. James Machell, Dean

Advanced Professional & Special Services – Dr. Pat Couts; Curriculum and Instruction – Dr. Paulette Shreck; Human Environmental Sciences – Dr. Kaye Sears; Kinesiology and Health Studies – Dr. Debra Traywick; Adult Educational & Safety Services– Dr. Candy Sebert; Education Sciences, Foundation & Research – Dr. Diane Jackson; Psychology – Dr. Mark Hamlin;

COLLEGE OF LIBERAL ARTS: Dr. Gary Steward Dean

English – Dr. David Macey; History and Geography – Dr. Xiao-Bing Li; Humanities and Philosophy – Dr. Theresa Vaughan ; Mass Communication – Dr. Roz Miller; Modern Languages, Literatures, and Cultural Studies – Dr. Catherine Webster; Political Science – Dr. Louis Furmanski; Sociology and Substance Abuse Studies – Dr. David Ford; School of Criminal Justice – Dr. DeWade Langley

COLLEGE OF MATHEMATICS AND SCIENCE: Dr. Charlotte Simmons, Interim Dean

Biology – Dr. Gloria Caddell; Chemistry – Dr. Luis Montes; Computer Science – Dr. Gang Qian; Funeral Service – Dr. John Fritch; Mathematics and Statistics – Dr. Jesse Byrne; Nursing – Ms. Linda Rider; Physics & Engineering – Dr. Bahaeddin Jassemnejad