



APPROVAL OF SESSIONAL INSTRUCTORS AND LIMITED CONTRACTUAL APPOINTMENTS

The Policy on TST Academic Appointments provides that the following three documents should normally be submitted. (If any document is unavailable, please attach an explanation.)

- 1. Current Curriculum Vitae. Please use the TST Template (http://www.tst.edu/academic/forms-faculty-administrators).
2. At least one letter of reference.
3. A statement of qualifications from the college head. This statement should verify the candidate's teaching skills, and should connect the candidate's academic expertise and experience to his or her proposed instructional duties.

Section 1 - Candidate Information to be completed by the COLLEGE or INSTITUTION requesting approval

Form with fields: Last Name, First Name, Initial(s), College, Length of Appointment, Teaching Level(s), This person has previously been approved for appointment in TST ending in (year), Restrictions.

The following information is to be included on the TST website Faculty Listing:

Form with fields: College Email, College Phone, Area of specialization.

Section 2 - College Recommendation

Form with fields: Name of College Official, Signature of College Official, Date.

Section 3 - To be completed by the TST Director granting the approval at the BD level

Form with text: The Curriculum Vitae of this person has been reviewed and he/she. Includes checkboxes for 'Has been approved' and 'Has NOT been approved'. Fields for Name of TST Director, Signature, and Date.

Section 3 - To be completed by the GCTS DIRECTOR, on behalf of the GCTS Appointments Committee

(If approval at the Graduate Level is being sought)

Form with checkboxes for 'This person has NOT been approved to teach at the graduate level' and 'This person has been approved to teach at the graduate degree level as an'. Includes sub-options for Full Member, Associate Member, and Associate Member (restricted duties). Fields for Term of appointment, Restriction, Name of GCTS Director, Signature, and Date.

Other types of Faculty Approvals: Regular Faculty: Nominations should be sent to the TST Director. Cross-listed Faculty: Nominations should be sent to the TST Director. Status-only Appointments: Nominations should be sent to the TST Director. Graduate Faculty Appointments: Nominations should be sent to the GCTS Director.

Form with fields: CV Attached (Yes/No), Date Received, Date sent for Review, Date Entered onto Website.