



To Prospective Adjunct Instructors:

I want to thank you for your interest in contributing to USF Sarasota-Manatee as an adjunct member of the College of Arts & Sciences faculty. University accreditation requires that all adjunct instructors be academically “credentialed” for any course they teach. This means that instructors of undergraduate courses must have at least a master’s degree, and if that degree is not in the discipline to be taught, instructors must have a minimum of 18 graduate semester credits in the subject to be taught. It also means that instructors of graduate courses must have a Ph.D. in the subject to be taught. Therefore, I must ask you to follow the steps below if you wish to apply for an adjunct teaching position.

First, determine the courses relevant to our curriculum that you might teach. To see the academic programs offered by the College of Arts & Sciences at USF Sarasota-Manatee, go to this site: <http://www.sarasota.usf.edu/academics/CAS/academics/index.php>. If we offer a degree in your area, click on the “Program of Study” link to learn the courses required for that program. If a course title seems appropriate for you to teach, click on the title to see a basic description.

Please note that the degree in Interdisciplinary Social Sciences (ISS) contains many disciplines as “cognates.” After each discipline are the prefixes used for courses; if you click on the prefix, you will go to the catalog descriptions.

When you click on a graduate program, you may be taken to the department homepage. You should still seek the same information: a listing of courses required for the program.

After you have identified the courses that you feel academically qualified to teach, please send us a list (up to 5) providing prefix, number, and title. Include with this a copy (it can be unofficial) of the transcript(s) that documents your academic qualification to teach these courses. Also include a C.V.

When we receive these materials, we will create a “prospective adjunct” file for you, and if a need arises, we will request an interview.

I thank you again for your interest in USF Sarasota-Manatee, where the contribution made by our adjunct faculty is greatly appreciated.

Sincerely,

A handwritten signature in black ink that reads "Jane A. Rose". The signature is written in a cursive, flowing style.

Jane A. Rose, Ph.D.
Dean, College of Arts & Sciences