
Faculty Application Form

Please print or type

DECLARATION

Name: _____ Social Security Number: _____
(Last) (First) (Middle)

I hereby apply for a full-time / part-time faculty appointment in the Department of _____.

I certify that all information given on this form and in other materials submitted by me in support of my application is accurate, current and complete to the best of my knowledge and belief. I authorize Creighton University to investigate to the extent permitted by law all statements contained in my application for employment. I understand that misrepresentation or omission of facts called for herein may result in cancellation of my consideration for any employment or in termination of my continued employment whenever such facts are discovered.

Signature: _____ Date: _____

PERSONAL DATA

Address to which we should send correspondence: _____

Email address to which we should send messages: _____

Telephone number at which we may contact you: _____

Are you a citizen of the United States? yes no

If "no," will you be legally eligible to work in the United States on the date advertised as the initial employment date for the position you are seeking (i.e. to complete the I-9 immigration process)? yes no

[If appropriate, please attach a separate sheet detailing other information relevant to your immigration status or eligibility for employment (e.g., visa category, expiration date, actions pending).]

APPLICATION PROCESS

Responsibilities

In the Creighton College of Arts and Sciences, ...

... department chairs carry responsibility for (i) soliciting applications for a faculty position, (ii) reviewing the dossiers of applicants, (iii) arranging candidate interviews, (iv) recommending their preferred candidate to the dean, and, once the dean has accepted the recommendation, (v) discussing with the candidate informally the terms of a proposed offer of employment.

... the dean (or the dean's designee) meets with all candidates invited to campus for interviews. The dean also sets out in writing the terms of any offer the College wishes to extend to an applicant for a full-time position. The dean issues initial Faculty Employment Agreements to part-time appointees.

by university statute, only the President may issue initial Employment Agreements (or contracts) to full-time faculty members.

Documentation

Departments specify in their announcements of faculty vacancies the address to which application materials are to be sent. They then forward the complete dossiers of all finalists to the dean for review.

Minimally, the College requires that all of the following materials be on file in the Dean's Office before any candidate can formally be offered a faculty position (either full- or part-time):

- the signed original of this Faculty Application Form
- a complete and current *Curriculum Vitae* that lists at least the following information:
 - date, institution and academic field of every academic degree received
 - date, institution, field and academic rank of all professional employment
 - details of all scholarly or creative achievements (e.g. publications, concerts)
 - names of, and contact information for, four professional references
- a written statement addressing the candidate's understanding of the interrelated missions of the University, College, and department and the role she or he would hope to play in accomplishing those missions
- three letters of recommendation, at least two of which speak to the candidate's teaching ability
- original academic transcripts from all institutions of higher education attended (photocopies of transcripts are acceptable earlier in the application and review process).

Departments may also specify in their announcements additional documentation that they regard as essential to assessing applicants' qualifications. This will commonly include:

- a written statement of the candidate's philosophy and/or practice of teaching
- a written statement of the candidate's current plans for scholarship in her or his field.

Creighton University is a Jesuit, Catholic institution of higher education that encourages applications from qualified individuals of all backgrounds who believe they can contribute to its distinctive educational traditions. As a proud EO/AA employer, the University seeks a wide range of applicants for all positions so that one of its core values—ethnic and cultural diversity—may be realized.