

Kent State University
College of Business Administration
Teaching Request/Assignment Form For Regional Campuses

This form must be the cover page for all applications for teaching positions in the College of Business. Send this form along with all other required materials directly to the appropriate College of Business department(s) and copy the College of Business Assistant Dean.

PRINTED NAME of Candidate/Instructor: _____

E-mail address that is regularly checked: _____

Course(s) requested to teach _____

Date: _____

Candidate must initial to indicate his/her understanding in the space provided by each line below.

CONSIDERATION FOR HIRING

- _____ Letter from candidate with specific courses requested and rationale for teaching these requested courses.
- _____ Letter from Regional Campus Dean (or his/her designate) with specific courses requested and rationale for this candidate.
- _____ Applicant's up-to-date resume/vita with pertinent dates regarding degrees received, work experience and professional association activities.
- _____ Applicant's transcripts (including Kent State University's), if applicable.
- _____ Applicant's letters of recommendation that preferably address teaching competence and ability. Must be recent.
- _____ Recent student evaluations, if applicable.

INITIAL HIRING

- _____ Candidate/Instructor understands that he/she must contact the appropriate Kent Campus Department concerning course content, text, etc. as early as possible (at least 6 weeks prior to teaching the course, if possible.) See #2. below for contact names and email addresses.
- _____ At least two weeks before the start of the semester, the syllabus **must be received** by:
 1. the College of Business Administration Assistant Dean via email to Elizabeth Sinclair-Colando at lsinclai@bsa3.kent.edu (Send Exploring Business syllabus only to Elizabeth) **AND**
 2. the appropriate Department Chair: Accounting - Dr. Richard Brown: dbrown@bsa3.kent.edu, Economics - Dr. Richard Kent: rkent@bsa3.kent.edu, Finance - Dr. Mark Holder: mholder@kent.edu, Marketing – Dr. Rick Kolbe: rkolbe@bsa3.kent.edu, OR Management & Information Systems - Dr. Felix Offodile: foffodil@bsa3.kent.edu .

EVERY SEMESTER AFTER APPROVAL

- _____ At least two weeks before the start of each semester, the syllabus must be received by:
 1. the College of Business Administration Assistant Dean via email to Elizabeth Sinclair-Colando at lsinclai@bsa3.kent.edu (Send Exploring Business syllabus only to Elizabeth) **AND**
 2. the appropriate Department Chair: Accounting – Dr. Richard Brown: dbrown@bsa3.kent.edu, Economics – Dr. Richard Kent: rkent@bsa3.kent.edu, Finance – Dr. Mark Holder: mholder@kent.edu, Marketing – Dr. Rick Kolbe: rkolbe@bsa3.kent.edu, OR Management & Information Systems – Dr. Felix Offodile: foffodil@bsa3.kent.edu .
- _____ Student Evaluations must be sent by the Regional Campus Assistant Dean to the Undergraduate Programs Office of the College of Business Administration during the semester after completion of the course.

***Note:** All part-time faculty teaching for the College of Business (at the Kent Campus and the Regional Campuses) will be reviewed on three years cycles. (Please see attached document entitled "Review Process for Part-time Faculty.")*

XX

- 1) Regional Campus Dean signature: _____
Date the above information was reviewed with candidate: _____
- 2) Candidate's/Instructor's signature: _____
Date: _____

XX

- College of Business Department Chair signature: _____
- Course(s) approved to teach: ***The original of this form is maintained in the Undergrad Office***

- Course(s) not approved to teach: _____

- Date: _____