**University Foundations Application**

**(Please type)**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

Dept.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Phone No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 street city state zip

I am professionally classified as:[[1]](#footnote-1)+

 \_\_\_A&P \_\_\_ASP \_\_\_Faculty, Unit A \_\_\_Faculty, Unit B \_\_\_Civil Service \_\_\_Graduate Student

Position Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Highest degree attained/field:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of supervisor indicates permission to teach UF: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date)

What are your preferred teaching times for Fall 2019? Please rank as many times as possible and place an X on line for any times when you are **not available**.

 MW 9:00-9:50 \_\_\_\_\_\_\_\_ TR 9:30-10:20 \_\_\_\_\_\_\_\_

 MW 10:00-10:50 \_\_\_\_\_\_\_\_ TR 11:00-11:50 \_\_\_\_\_\_\_\_

 MW 11:00-11:50 \_\_\_\_\_\_\_\_ TR 12:30-1:20 \_\_\_\_\_\_\_\_

 MW 12:00-12:50 \_\_\_\_\_\_\_\_ TR 2:00-2:50 \_\_\_\_\_\_\_\_

 MW 1:00-1:50 \_\_\_\_\_\_\_\_ TR 3:30-4:20 \_\_\_\_\_\_\_\_

 MW 2:00-2:50 \_\_\_\_\_\_\_\_

 MW 3:00-3:50 \_\_\_\_\_\_\_\_

 MW 4:00-4:50\_\_\_\_\_\_\_\_\_

I prefer to teach in

If you are an A&P, ASP, or civil service employee, you will need to discuss making up your teaching time to assure you are giving a minimum of 37.5 hours to your full-time position. Complete the flexible schedule form and forward a copy to CASA. Alternately, you can choose not to be paid for teaching UF.

\_\_\_\_\_\_\_\_Thomas \_\_\_\_\_\_\_\_Taylor \_\_\_\_\_\_\_\_9th St. Hall \_\_\_\_\_\_\_\_No preference

Teaching partner request:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UF Instructor Training will take place May 9-10, 2019; this is required for all new instructors.**

Please describe your prior teaching experience and/or work with freshmen:

Please describe your philosophy of working with freshmen. Include why you are interested in teaching University Foundations and any special qualifications you could bring to UF.

What do you consider the most important issues facing today’s freshmen and how would you address them in your section?

Please list 3 Eastern faculty/staff members who could speak to your abilities and skills; include office phone number and email addresses and how you know or work with each person.

Return application by **March 9, 2018** to Dr. Karla Sanders, CASA, or send as an attachment to kjsanders@eiu.edu.

1. + The minimum requirements for teaching University Foundations are completion of a Master’s degree and full time status at Eastern Illinois University. Graduate students currently pursuing a Master’s degree at Eastern may also apply to co-teach. Graduate students are not paid to teach University Foundations. [↑](#footnote-ref-1)