



Application to Teach UNV 101: Orientation to College and Beyond

Please carefully review this application. We prefer you return the completed application, along with your resume/vita, to the Office of First Year Programs prior to the New Instructor Workshop in May. Before a section of UNV 101 can be assigned to you we must have your application, resume/vita and an official copy of your completed master's transcript from an accredited program.

1. Name: \_\_\_\_\_ Date: \_\_\_\_\_

2. Address:

\_\_\_\_\_  
\_\_\_\_\_

3. Current University position or title: \_\_\_\_\_

Office ext: \_\_\_\_\_ 2<sup>nd</sup> phone number: \_\_\_\_\_

Email: \_\_\_\_\_ Paid: \_\_\_\_\_ bi-weekly \_\_\_\_\_ monthly

4. I am professionally classified as:

\_\_\_\_\_ Faculty \_\_\_\_\_ full-time \_\_\_\_\_ adjunct

\_\_\_\_\_ Professional Staff \_\_\_\_\_ full-time \_\_\_\_\_ part-time

5. How many years have you been at NKU? \_\_\_\_\_

6. List past positions at NKU:

\_\_\_\_\_  
\_\_\_\_\_

7. Describe below some of your contacts/activities within the University:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Education (please include anticipated graduation dates if degree is not completed)

Bachelors:

Masters:

Other:

9. List below at which institution(s) you taught, the courses you taught, and the number of years you taught each course:

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10. Please list two on-campus references:

Name:	Name
Email:	Email
Phone:	Phone

11. On a separate sheet of paper, please give a brief explanation of your interest in teaching UNV 101, how you plan to help first year students succeed at NKU, what you want students to learn from your class and what you would like to gain from teaching the course.

**12. NKU Faculty**

- If you are a full-time faculty member, do you intend to teach this course as part of your regular teaching load or as an overload (w/pay)?

**NKU Staff**

- If you plan to teach during regular work hours, you must have permission from your supervisor. In most cases, UNV101 instructors are not required to “make up” their hours.

**I understand my Dean/Supervisor will be asked to approve my teaching a UNV 101 course. I understand I am required to attend a 2-full-day training session and two faculty conversations per year.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Return all materials to:** Tracy Hart, First Year Programs—University Center 122  
[harttr@nku.edu](mailto:harttr@nku.edu), (859) 572-1493