



Instructions for Applying to the Part-Time Teaching Pool in the Department of Public Health

1. Complete the Application for Faculty Employment (SC1) found at <http://www.fresnostate.edu/academics/facultyaffairs/procedures/temporary-appointments/index.html>
2. Submit three original letters of recommendation
 - a. Letters need to be addressed to the department chair.
 - b. TO WHOM IT MAY CONCERN letters are not acceptable.
 - c. The letters should be sent directly by those who write the letters and be on their letterhead.
 - d. Letters should be recent (no older than six months).
3. Submit a letter indicating your intent to apply for the part-time pool in the Department of Public Health at California State University, Fresno.
4. Submit a current *resume* or *curriculum vitae*.
5. Submit a list of courses you feel capable of teaching.
 - a. Please refer to the university catalog found at <http://www.csufresno.edu/catoffice/current/hlthscicrs.html> for a complete list of course offerings.
 - b. Please state the training and experience that qualifies you to teach each of the classes you have selected in this section.

Completed files will be reviewed by a faculty committee which will recommend your placement in the part-time teaching pool. The department chair will contact you with their determination.

The Collective Bargaining Agreement requires us to offer certain classes to individuals in a particular order. Should you be admitted to the part time pool for specific courses, there is no promise of being assigned a class to teach.