

Name: _____

Date: _____

Dear Applicant:

Thank you for your inquiry regarding a faculty position at Normandale.

If you would like to be considered for part-time and/or full time positions I encourage you to complete an applicant file. A complete applicant file includes:

- ❖ current resume/vita and letter of interest
- ❖ three letters of reference -- it is preferred at least one of the reference letters specifically addresses your qualifications for teaching at the community college level.
- ❖ completed MN Community College application form
- ❖ **unofficial** copies of your undergraduate and graduate transcripts

Normandale Community College requires that instructors have a Masters degree in the appropriate discipline, or a Masters in a related discipline with 16-graduate semester credits in the field for which they are teaching. All applications are filed by discipline. Some applicants wish to be considered (and are qualified) for positions in more than one field. Please indicate which disciplines you are qualified to teach and return this letter with your application and materials:

- | | | |
|--|--|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> EAP (English for Academic Purposes) | <input type="checkbox"/> Nursing |
| <input type="checkbox"/> Anthropology | <input type="checkbox"/> French | <input type="checkbox"/> Philosophy |
| <input type="checkbox"/> Art | <input type="checkbox"/> Geography | <input type="checkbox"/> Physical Education |
| <input type="checkbox"/> Biology | <input type="checkbox"/> Geology | <input type="checkbox"/> Physics/Engineering |
| <input type="checkbox"/> Business | <input type="checkbox"/> German | <input type="checkbox"/> Political Science |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Hospitality Mgmt | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Communication/Speech | <input type="checkbox"/> Health | <input type="checkbox"/> Reading |
| <input type="checkbox"/> Computer Information Mgmt | <input type="checkbox"/> History | <input type="checkbox"/> Sociology |
| <input type="checkbox"/> Computer Science | <input type="checkbox"/> Japanese | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Computer Technology | <input type="checkbox"/> Mathematics | <input type="checkbox"/> Theater |
| <input type="checkbox"/> Dental Hygiene | <input type="checkbox"/> Music | |
| <input type="checkbox"/> Dietetic Technology | <input type="checkbox"/> Nanotechnology | |
| <input type="checkbox"/> Economics | | |
| <input type="checkbox"/> English | | |

Non-instructional disciplines for which applicant files are kept include:

- Counseling (can include courses in personal development and career development)
- Library

When part-time positions open, interviewees are selected from complete applicant files. When there is a full time opening, each applicant with a file in that discipline is notified and asked to confirm their interest in applying for the full time opening. Your completed application file will be kept for a period of three (3) years. We appreciate your interest in Normandale and look forward to receiving your application materials.

Sincerely,

Gloria Radtke
Academic and Student Affairs (952) 487-8151

Gloria.radtke@normandale.edu