Eastern Kentucky University
Sample Check Form

Criteria is determined by advertisement, which is determined by the job description. Use this criteria to determine overall score for each applicant. Record all applicant scores on the Tally Sheet and turn in to the Committee Chair.

Duties:

- Academic and administrative facilitator
- Oversee the total operation of the multi-disciplinary department
- Development of the academic unit
- Recruitment of part-time faculty
- Scheduling of courses
- Collaboration with Arts & Sciences and Model Laboratory School

Supervise the functions of Academic Unit:

- Graduate & undergraduate discipline areas P-12
- Alternative routes to certification
- Program and faculty development
- Retention of students

Emphasis will be placed on:

- Academic and administrative abilities
- Teaching
- Scholarship in academic specialization
- Services

Qualifications:

- Earned doctorate required
- Successful full-time teaching experience at P-12 and college levels
- Demonstrated record of academic experiences and accomplishments that qualify for tenure and senior academic rank
- An in depth knowledge of and understanding of college student development, current issues which impact higher education, and outcomes assessment is essential
- Excellent skills in supervision, management, interpersonal relations, communication, and analytical abilities are required
- Demonstrate enthusiasm and sense of humor

ATTITUDE:

- Positive Self-Concept
- Positive View of Students
- People Orientation
- Larger Viewpoint