****

\*\*All highlighted text can be edited by the committee, all other text is boilerplate\*\*

Vacancy Announcement

Visiting Faculty Position Starting August 20XX

Department of (Enter Dept Name)

***Cal Poly Humboldt is a Hispanic-Serving Institution (HSI) that strives to foster an equitable and inclusive community that supports our students of diverse backgrounds. Cal Poly Humboldt is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state****.*

**DESCRIPTION:** Cal Poly Humboldt and the Department of (Enter Department Name) invites applications for a full-time, temporary Visiting Faculty position in (Enter Emphasis or Discipline Here) for academic year (20XX/20XX). This position is a full-time, one (1) year appointment per the Collective Bargaining Agreement (Article 12.32). Initial appointment will be for the (Fall 20XX) semester. Subsequent reappointment for (Spring 20XX) is expected, but will be contingent upon satisfactory performance evaluation, budget, and programmatic need. For appointment in future terms, the faculty member must submit an application to the Temporary Faculty Pool and/or apply to other faculty vacancies at Cal Poly Humboldt, as they are available. The successful candidate will teach (Enter specific courses for this position here).

**DEPARTMENT:** (Enter information about the Department here – Include anything you want applicants to know about the department). For more information about the department, please visit: (enter department website here).

**PROFESSIONAL DUTIES**: Candidates should be committed to teaching excellence. The primary professional responsibilities of instructional faculty members in temporary positions are teaching, maintaining office hours, and working collaboratively and productively with colleagues. Instructional assignments may include: (Enter list of courses for assignment here). (Please list responsibilities: teaching – type of courses, subject areas – supervision, other ancillary responsibilities, etc. here). Instructional assignments will be consistent with the programmatic needs of the department and students.

Cal Poly Humboldt also continues to build unique and innovative learning opportunities for students, bridging multiple disciplines across the spectrum. Cal Poly Humboldt is a leader in “learning communities” that build relationships between students, faculty, staff, administrators, and the community. These communities incorporate environmental and social responsibility.

**RANK, SALARY, AND BENEFITS**: This position will be filled in the Lecturer/Visiting Faculty classification; however, rank and salary are dependent on the appointee’s qualifications and experience. The salary schedule information for the Lecturer – Academic Year Classification is available based on the following ranges:

* [Lecturer A](https://www.calstate.edu/csu-system/careers/compensation/Pages/SalaryScheduleDetails.aspx?RecordId=55529#-Keyword=2358-ClassNum=2358-Class=0-Date=1-PLYear=2025-PLNumber=2502-Recs=15) $5,507 - $6,677
* [Lecturer B](https://www.calstate.edu/csu-system/careers/compensation/Pages/SalaryScheduleDetails.aspx?RecordId=55530#-Keyword=2358-ClassNum=2358-Class=0-Date=1-PLYear=2025-PLNumber=2502-Recs=15) $6,221 - $13,224
* [Lecturer C](https://www.calstate.edu/csu-system/careers/compensation/Pages/SalaryScheduleDetails.aspx?RecordId=55531#-Keyword=2358-ClassNum=2358-Class=0-Date=1-PLYear=2025-PLNumber=2502-Recs=15) $6,825 - $14,523

Appointees are typically placed at the beginning of the range. The full-time (15 units per semester) monthly base salaries indicated in the schedules above are prorated to the number of units worked and are paid in six monthly payments for each full semester.

For more information on how Academic Year faculty are paid, see the [Explanation of the Distribution of Pay](https://www.humboldt.edu/sites/default/files/academic-personnel-services/2024-07/explanationdistributionofpayayandsemesterfacultyandtas-1252024.pdf).

Cal Poly Humboldt provides an excellent benefits package for faculty. Information about benefits plans can be found at: <https://www.calstate.edu/csu-system/careers/benefits/Documents/employee-benefits-summary.pdf>

**MINIMUM QUALIFICATIONS**: An earned (minimum degree needed for position) or equivalent in (enter specific discipline) or related field from an accredited college or university is required at the time of appointment. Candidates with experience developing curriculum/courses/programs that inclusively serve a diverse student population and facilitate community growth are especially encouraged to apply.

The successful candidate must demonstrate the following:

* Record of training or experience in the field of (Enter specific field/discipline are here);
* Excellence in, or clear potential for, university-level teaching and creating a student-centered learning environment;
* (Please enter all minimum qualifications required for the position here; add rows as needed);
* (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_);
* (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_);
* (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_);
* Demonstrated experience working effectively with diverse student and/or research populations; and
* Demonstrated knowledge and familiarity addressing issues of concern facing students from diverse backgrounds in higher education.

Preferred qualifications for this position include:

* (If applicable, please enter all preferred qualifications for this position here; add rows as needed); and
* (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).

*Working in the state of California is a condition of employment for this position. Pursuant to the California State University (CSU) Out-of-State Employment Policy (effective January 1, 2022), hiring employees to perform CSU-related work outside of the state of California is prohibited. The employee must be able to accept on-campus instruction, as assigned, and come to campus when needed. The CSU also prohibits hiring and retaining employees working permanently from a business location outside of the United States.*

At the time of appointment, the successful candidate, if not a U.S. citizen, must have authorization from the Bureau of Citizenship and Immigration Services to work in the United States. Maintaining eligibility to work in the United States is a condition of employment. Cal Poly Humboldt does not sponsor H-1B visas for staff, management, or temporary faculty positions.

See the policy and other resources here: <https://www.humboldt.edu/academic-personnel-services/faculty-immigration-resources>

Please contact Academic Personnel Services ([aps@humboldt.edu](mailto:aps@humboldt.edu)) with any questions.

Evidence of degree(s) is required at the time of hire.

**APPLICATION**: Qualified candidates should submit the following materials through PageUp:

<link to follow>

**\*\*Text highlighted in yellow may be edited by the search committee, all other text is part of the required application materials and cannot be edited. If you would like to include additional application materials please enter them below in the highlighted section.\*\***

* Letter of Application;
* Curriculum Vitae;
* Statement of Teaching Philosophy, including how it relates to supporting students who have been historically marginalized and/or minoritized;
* (OPTIONAL - Teaching Evaluations, if available);
* (OPTIONAL - Other materials as required by the committee – if applicable)
* Graduate Transcripts (unofficial copies are sufficient for initial review); and
* Names and Contact Information for Three (3) Professional References.

Additional application materials may be requested at a later time.

Questions concerning the application process may be directed to: [**aps@humboldt.edu**](mailto:aps@humboldt.edu)

Questions concerning this position may be directed to: (Enter Search Chair Name Here) ,Search Committee Chair, (**Enter Search Chair Email Here**).

Please refer to the requisition job number on all correspondence and inquiries regarding this position.

**DIVERSITY STATEMENT**: As an institution, Cal Poly Humboldt is committed to eliminating the equity gap in all student populations with dynamic, student-centered practices and policies that fully engage the campus community. The ideal candidate will share Cal Poly Humboldt’s commitment to helping its racially and socioeconomically diverse students succeed in their degree and career objectives.

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, ability and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, and students who are also committed to closing equity gaps.

Cal Poly Humboldt sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). The Cal Poly Humboldt campus in Northern California is in close proximity to several thriving Native American tribes and communities. Cal Poly Humboldt currently has the largest percentage of Native American students in the CSU system and has over 30 Native American faculty and staff many from local area California Indian tribes. Cal Poly Humboldt is home to a number of leading Native American programs including the Indian Tribal Education and Personnel Program (ITEPP) and the Indian Natural Resource, Science and Engineering Program (INRSEP). There are also many opportunities at Cal Poly Humboldt to conduct research, teaching and community work on Native American history and cultures in Special Collections at the Cal Poly Humboldt library. The Humboldt Room in the Library has fantastic resources for tribally focused archive materials from the region. Cal Poly Humboldt strives to build a supportive and inclusive Native community and engages with Native communities through various initiatives and opportunities like the annual California Indian Big Time and Indigenous People’s Week and a chance to network with other faculty and staff as part of the Cal Poly Humboldt Council of American Indian Faculty and Staff. For more information, please visit: [www.humboldt.edu/nasp](http://www.humboldt.edu/nasp)

**APPLICATION DEADLINE**: This position is open until filled. First consideration will be given to completed applications received no later than (**Deadline Date** – at minimum 30 days after initial posting), applications received after screening has begun will be considered at the discretion of the university. Early response is encouraged.



*See more photos at* [*Cal Poly Humboldt’s Flickr page*](https://www.flickr.com/photos/calpolyhumboldt/)*.*

*It is the responsibility of the applicant to provide complete and accurate employment information. Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily as a condition of employment with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.*

*All CSU employees are obligated to respond to and report incidents of sexual harassment and sexual violence. Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment.  CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083.  Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.*

*New employees hired by the CSU for the first time who first become CalPERS members on or after July 1, 2017 are subject to a 10 year vesting period for retiree health and dental benefits.*

*Cal Poly Humboldt is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. If accommodations need to be made during the recruitment and interview process, please contact Human Resources at (707) 826-3626 or* [*hr@humboldt.edu*](mailto:hr@humboldt.edu)

**At Cal Poly Humboldt, bold hearts and open minds shape the future.**

Cal Poly Humboldt is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, Cal Poly Humboldt began as a small college for teachers. Today Humboldt has grown into a comprehensive university with rigorous science and liberal arts programs. Designated a polytechnic in 2022, Cal Poly Humboldt provides hands-on, impactful educational opportunities that lead to meaningful, measurable outcomes for the individual, for the state, and the world. Cal Poly Humboldt is proud to have nearly 6,000 students of all backgrounds spread across 61 majors, 13 graduate programs, and 4 credential programs — all of whom contribute passion and creativity within their fields and set the stage for a future grounded in equity and sustainability. Hands-on learning, inspired teaching, groundbreaking research, and thought-provoking creative activity happen daily at Humboldt. Finding a better future is a task for the bold, open, down-to-earth, and visionary. Cal Poly Humboldt strives to cultivate these qualities in leaders, innovators, and scholars in every field.

Cal Poly Humboldt’s main campus is located in Arcata, California, in the northwestern part of the state along the coast, situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of around 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state. Additional information about Cal Poly Humboldt can be found at: http://www.humboldt.edu.