**College of Engineering**

**Checklist for Part Time Academic Staff Recruitment (V1)**

|  |  |
| --- | --- |
| **Position Title**: | |
| **Position Reports to:** | **Department/Center Name:** |
| **Starting Date (Semester):** | |
| **No. of courses/credit hours assigned:** | |
| **Contact information of the candidate:** | |
| **Contact information of the employer, if working:** | |

**Submission Requirements**:

All required documents mentioned in the checklist must be attached to the form. The department should forward the applications with complete documents to the Office of Associate Dean for Academic Affairs (E-mail: [dean4acdm\_eng@qu.edu.qa](mailto:dean4acdm_eng@qu.edu.qa) )

**Part I: Checklist**

|  |  |
| --- | --- |
| **Completed and Provided** | **Item** |
|  | Letter from Head of Department/Director of Center, including the course and sections details |
|  | Faculty/TA Load Analysis for the last 3 years |
|  | Cover Letter from candidate |
|  | C.V. |
|  | Copy of Terminal Degree and Transcripts   * TA Hiring (G and F Ranks): Provide copies of BSc and MSc degrees. * Lecturers/Assistant, Associate, and Full Professor Ranks: Provide copies of MSc and PhD degrees. |
|  | [Visiting/Part-time Academic Staff Position Approval Form](https://qucloud-my.sharepoint.com/:b:/g/personal/im15494_qu_edu_qa/ESwYhYm6LrpCmgd-hzM3-yEB0EZUx0cfgg5qnmYnZZgs8g?e=zR5cAJ) |
|  | [Credential Form](https://qucloud-my.sharepoint.com/:b:/g/personal/im15494_qu_edu_qa/EdCHeDwFsk5HhL_KJXt3zuYBPh0JWJ7xnnbcYwSR3khR8w?e=yHITNC) Signed by HoD |
|  | No objection letter from the company/institution |
|  | Proof of Academic Rank (most recent) |
|  | Experience Certificate |
|  | Passport Copy |
|  | QID |

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

**Name of Administrative Coordinator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Administrative Coordinator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part II: Justification**

**Justification for the deputing:**

**Date** **of Submission to Associate Dean for Academic Affairs:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Head of Department/Center Director:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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