

**DEPARTMENT:** \_\_\_\_\_

**POSITION**

**POSITION TITLE:**

**NO. OF POSITIONS:** \_\_\_\_\_

**TYPE OF APPOINTMENT:** \_\_\_\_\_

**DISCIPLINE:** \_\_\_\_\_

**AREA OF EXPERTISE:** \_\_\_\_\_

**QUALIFICATIONS/REQUIREMENTS**

**EMPLOYMENT IS CONTINGENT ON A SATISFACTORY BACKGROUND RECORDS CHECK AND AVAILABLE FUNDING.**

**DUTIES:**

**EFFECTIVE DATE:** \_\_\_\_\_

**APPLICATION DEADLINE:**

# APPLICATION REQUIREMENTS

\*ALL CANDIDATES WHO ARE INTERVIEWED SHOULD PREPARE A 45-60 MINUTE INSTRUCTIONAL PRESENTATION.

## **SUBMIT TO:**

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Purdue University Fort Wayne  
2101 E. Coliseum Blvd.  
Fort Wayne, In 46805-1499

## **CONTACT INFORMATION:**

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## DESCRIPTION OF DEPARTMENT AND UNIVERSITY

### DEPARTMENT DESCRIPTION:

#### UNIVERSITY DESCRIPTION AND LOCATION:

Purdue University Fort Wayne (PFW) is the largest university in northeast Indiana, offering 25 graduate and over 100 prestigious Purdue University undergraduate degrees and certificates. More than 10,000 students of diverse ages, races and nationalities belong to the Purdue University Fort Wayne family. We seek to develop and nurture that diversity by maintaining an inclusive community that recognizes and values the inherent worth and dignity of every person; fostering tolerance, sensitivity, understanding, and mutual respect. The 688-acre campus in Fort Wayne is home to over 8,000 degree-seeking undergraduate and graduate students. Through Purdue University Fort Wayne's partnerships with area high schools, more than 2,000 high school students take dual-credit courses, simultaneously earning both high school and college credits. Purdue University Fort Wayne is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools. Learn more about us at [PFW.edu](http://PFW.edu).

### ADDITIONAL INFORMATION

**Purdue University Fort Wayne is an EEO/AA employer fully committed to achieving a diverse workforce. All individuals, including minorities, women, individuals with disabilities, and protected veterans are encouraged to apply.**

## EMAIL ROUTING

IMPORTANT: When form is initiated:

1. email copy to Julie Yoder at [yoderj@pfw.edu](mailto:yoderj@pfw.edu).
2. print a hard copy, sign, add search paperwork, and route for required signatures.

Required Signature Routing	
1	Search committee chair
2	Department chair
3	College dean
4	Faculty records (Julie Yoder)
5	Associate vice chancellor for teaching and learning (Marcia Dixson)

This is only for web posting. HRE01 and print ads must be approved separately and **prior** to the actual posting. Posting will not be implemented until the **position** paperwork (HRE01 and print ads) is approved by the Vice Chancellor for Academic Affairs.

Ad will be posted on the Office of Academic Affairs website.

<http://pfw.edu/offices/oa/academic-affairs/employment/>