

ATTACHMENT #3

DATE

**MEMORANDUM**

TO: NAME  
Professor and Department Head

FROM: Kate Miller  
Dean, College of Geosciences

SUBJECT: FYXX Authorization to Hire

For the FY11, the Department of XXXXX is authorized to hire up to XXX full and/or part time non-tenure track faculty for the titles listed below. These titles do not require a national search. The College process will remain unchanged as you will continue to request all faculty appointments through my office.

- Lecturer, Senior Lecturer, or Visiting Lecturer including part-time/temporary (up to XXXX)
- Assistant, Associate, or Full Visiting Professor (up to XXXX)
- Assistant, Associate or Full Instructional Professors (up to XXXX)

All of these faculty positions require teaching undergraduate courses related to the Department of XXXXX. Instructional track professors may also teach regular graduate courses and special topics seminars. All positions with “professor” titles will have to perform professional service duties in addition to teaching. All non-tenure track position openings are subject to budgetary availability, student enrollment needs, programmatic needs, and turnover rates. Applicants should send his/her curriculum vitae to the Department of XXXXX either via e-mail or at the address listed below and should include a letter of interest describing areas of expertise, highest academic degree, teaching experience, and any other relevant information.

Texas A&M University  
Department of XXXXX  
XXXX TAMU  
College Station, Texas 77843-XXXX  
[email@tamu.edu](mailto:email@tamu.edu)

In addition, to ensure that qualified individuals have a way of knowing that jobs are available, and be given the opportunity to be considered for those jobs, please be sure that an open solicitation is listed on the department’s web site as follows.

The Department of XXXXXXXX invites individuals interested in being considered for faculty appointments to submit his/her CV to Dr. XXXXX at [email@tamu.edu](mailto:email@tamu.edu). These materials will be kept on file for one year and will be reviewed as relevant job openings become available.

Please contact Kim Corbett in the College Business Office should you have any questions or need any additional information.