



*Committed to Excellence in Global Education*

16478 Beach Blvd., # 461  
Westminster, CA 92683

Dear Prospective Faculty Member:

Thank you for your inquiry concerning a position as an adjunct faculty member with American Global University. We appreciate your interest in our programs, and have enclosed a copy of our **Prospectus** and an **Application** for your review and completion.

Clearly, the faculty's role is one of tremendous importance to the educational objectives of American Global University. Therefore, it is imperative that we select only the most qualified candidates.

In order to facilitate the selection process, we ask that all applicants complete and submit our Faculty Application form—indicating adequate preparation to teach specific courses listed in the University catalog—as well as the following supportive documentation:

1. A copy of your Doctorate and/or Master's degree(s) earned in the specific discipline(s) to be taught
2. Two sets of official transcripts providing verification of education and degrees
3. Licenses relating to the specific discipline to be taught (if any)
4. A resume expounding on work experiences
5. Two letters of recommendation from colleagues or professors attesting to your suitability for the position

**Selection and approval of an applicant is possible only when all required documents are on file with American Global University.** Therefore, an applicant is urged to complete the provided forms and forward the supporting documents at his/her earliest convenience.

We may put the names of approved applicants in the University catalog (selectively). However, in order to do so, applicants must indicate their approval in writing.

We look forward to the possibility of working with you toward the goal of bringing excellence to American Global University's academic programs.

Sincerely,

Dr. Sam Williams, Ph.D.  
President

Enclosures:

1. Prospectus
2. Adjunct Faculty Qualifications
3. 2 Letter of Recommendation Requests
4. Faculty Application

Inside U.S.A.: (800) 645-0382  
Phone Worldwide: (714) 791-6559  
Fax Worldwide: (714) 847-7152

Website: <http://www.AmericanGlobalU.edu> Email: [Achieve@AmericanGlobalU.edu](mailto:Achieve@AmericanGlobalU.edu)

## ADJUNCT FACULTY QUALIFICATIONS

### I. Designation

1. Professor: Doctorate degree in the related field with ten years of teaching experience
2. Associate Professor: Doctorate degree in the related field with five years of teaching experience
3. Assistant Professor: Doctorate degree in the relating field with three years of teaching experience
4. Instructor: Masters or Doctorate degree in the related field with one or more years of teaching experience

### II. Discipline

1. College of Alternative Medicine Research Advancement:  
Doctorate of Philosophy in Oriental Medicine, Chinese Medicine, Acupuncture, or Public Health Management; Doctor of Medicine (MD); Doctor of Psychology; Doctor of Pharmacology; or other related fields
2. College of Behavioral Sciences (Human Behavior; Psychology):  
Doctorate or Masters in Behavioral Science, Human Behavior, Sociology, Psychology, Child Development, Education, or other related fields
3. College of Business Administration:  
Doctorate or Masters in Business Administration, Public Administration, Management, Accounting, Economics, or other related fields
4. College of Education:  
Doctorate or Masters in Education, Psychology, Child Development, Human Behavior/Behavioral Science, Sociology, or other related fields
5. College of Information Technology:  
Doctorate or Masters in Computer Science, Information Technology and Software Engineering, or other related fields
6. College of Iranian Studies and Persian Literature:  
Doctorate or Masters in Iranian Studies or Persian Literature, including Iranian culture, language, literature, or other related fields.
7. College of Mathematics:  
Doctorate or Masters in Mathematics, Computer Science, Statistics, or other related fields
8. College of Public Administration:  
Doctorate or Masters in Public Administration, Business Administration, Management, Accounting, Economics, or other related fields

#### NOTE:

1. Faculty members must hold a graduate degree from an accredited institution.
2. In exceptional circumstances, when an indispensable scholar is needed by AGU, the Dean may suggest the appointment of a non-degreed scholar.

## LETTER OF RECOMMENDATION REQUEST

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

To: \_\_\_\_\_

From: American Global University

This recommendation request is on behalf of \_\_\_\_\_ who is applying for an adjunct faculty position with American Global University.

We would appreciate receiving, at your earliest convenience, your full and frank comments concerning the applicant's suitability for this position. Your information will be available to the candidate, upon demand, under full disclosure requirements.

Please include with your submission:

1. Your Name
2. Position
3. Employer
4. Relationship to the Applicant
5. Length of Relationship
6. Telephone Number
7. Fax Number
8. Address

The completed Letter of Recommendation should be submitted to:

American Global University  
Attn: Personnel Department  
16478 Beach Blvd., # 461  
Westminster, CA 92683

Thank you in advance for your time and efforts in this matter.

## LETTER OF RECOMMENDATION REQUEST

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

To: \_\_\_\_\_

From: American Global University

This recommendation request is on behalf of \_\_\_\_\_ who is applying for an adjunct faculty position with American Global University.

We would appreciate receiving, at your earliest convenience, your full and frank comments concerning the applicant's suitability for this position. Your information will be available to the candidate, upon demand, under full disclosure requirements.

Please include with your submission:

9. Your Name
10. Position
11. Employer
12. Relationship to the Applicant
13. Length of Relationship
14. Telephone Number
15. Fax Number
16. Address

The completed Letter of Recommendation should be submitted to:

American Global University  
Attn: Personnel Department  
16478 Beach Blvd., # 461  
Westminster, CA 92683

Thank you in advance for your time and efforts in this matter.



**Committed to Excellence in Global Education**

16478 Beach Blvd., # 461  
Westminster, CA 92683

**Faculty Application**

<b>PERSONAL DATA:</b>		
Name (Last, First, Middle)		
Address:		Social Sec #:
City	State	Zip
<b>Date of Birth:</b>  _ / _ / _ _ <b>MM/DD/YY</b>	<b>Phone:</b>	
	<b>Fax:</b>	
	<b>E-mail:</b>	
<b>EDUCATION:</b>		
<b>Degree</b>	<b>Name of Institution</b>	<b>Date</b>
<b>TEACHING EXPERIENCE:</b> (List the most recent first)		
<b>Name of Institution</b>		<b>Date</b>
<b>PUBLICATIONS:</b>		
1.		
2.		
3.		
4.		
5.		

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
DATE

