



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. Glenn Balch Jr., Ph.D.
Dean of the University

Enclosures:

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

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 Political Science and Public Administration:
Doctorate or Masters in Political Science, 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.

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Faculty Application

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

Applicant's Signature

DATE

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Please print or type	Name (See Specific Instructions on page 2.)	
	Business name, if different from above. (See Specific Instructions on page 2.)	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	

<p>Part I Taxpayer Identification Number (TIN)</p> <p>Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 2.</p> <p>Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.</p>	<p>List account number(s) here (optional)</p>																																													
<table border="1" style="margin: auto;"> <tr><td colspan="9" style="text-align: center;">Social security number</td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td colspan="9" style="text-align: center;">or</td></tr> <tr><td colspan="9" style="text-align: center;">Employer identification number</td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>	Social security number																		or									Employer identification number																		<p>Part II For U.S. Payees Exempt From Backup Withholding (See the instructions on page 2.)</p>
Social security number																																														
or																																														
Employer identification number																																														

Part III Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
- I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What is backup withholding? Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

- You do not furnish your TIN to the requester, or
- You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

- You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9.**

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.