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Faculty Application Instructions and Process

Hello and welcome! Global University (GU) is a very unique Christian university in the Pentecostal tradition. GU integrates education and service through a worldwide network, providing ministerial training through undergraduate and graduate education. GU also provides curricular materials and services to the community through evangelism, discipleship, and leadership training by nonresidential distributed learning methods. GU is an educational mission institution that is winning the lost and training the found...everywhere.

Those seeking Resident or Adjunct faculty status to represent GU as an instructor/professor or contributor must complete this *GU Application Package* containing the following three forms (Faculty Application, Faculty Resume, and the Faculty Request for Academic Records). To ensure these are the current forms, contact your National Director or GU Academic Affairs. Outdated forms will not be accepted for application. This faculty application policy also applies to schools seeking a Cooperative (COOP) agreement or Credit Transfer Agreement (CTA) with GU. All undergraduate faculty must have earned a master's degree to qualify for a faculty position with GU.

It is the practice of the Division of Academic Affairs to communicate with prospective faculty applicants through GU's National Offices. The *Application and Resume* forms must be completed correctly with authorized signatures and can be either e-mailed, faxed, or mailed to Academic Affairs for processing. *Official Academic Records or Transcripts* are to be sent directly from the issuing institution to Academic Affairs at GU. Use the following address for all prospective faculty interactions:

Global University Canada
P. O. Box 1264
Oakville, ON L6J 5C7

The forms along with instructions for their use are listed below:

Faculty Application (4Jan10)

All information on the application is required. Ensure the applicant signs the application along with an approved signature from a National Director or authorized representative.

Faculty Resume (4Jan10)

The template is intended to serve as a guide to help the applicant provide information GU requires to ensure a proper ranking for experience and skills gleaned.

Request for Academic Records (4Jan10)

Before the faculty application is processed, the Division of Academic Affairs must receive an official Academic Record/Transcript from each institute from which the applicant has completed a degree. Again, an official transcript must be submitted for each degree the applicant has earned; this is a requirement from our accrediting institutions. The Request for Academic Records form must be filled out by the applicant and submitted directly to the school(s) from which the applicant earned his/her degree(s).

Note:

- 1) Some institutions charge a fee for transcript requests. It is the responsibility of the applicant to apply for official transcript(s) and pay all processing fees.

- 2) Some institutions are unaccredited schools not recognized by the U.S. Department of Education. Please understand, GU will not accept degrees earned from institutions that fall into this category and will not refer to this degree in applicant's information, faculty file or publications.

- 3) GU will not perform the faculty appointment or faculty rank evaluation unless all documents listed above are received by the GU Faculty Council.

- 4) It is the applicant's responsibility to contact GU to ensure all application forms and other submitted documents are received. Applications for prospective faculty will be maintained for only one year according to the date received. Therefore, all documents will be destroyed, unless the applicant requests otherwise.

Thank you for the outstanding contribution you are making to the work of the Lord. I pray that God's anointing will be upon you as you minister in the power of the Holy Spirit. May God continue to bless you and your ministry!

Sincerely In His Harvest,



Rev. Ken Hellmer

*Instructor of Curriculum Development
& Faculty Coordinator
Research & Evaluation
Academic Affairs - Global University*