



4501 North Charles Street
Baltimore, MD 21210-2699
www.loyola.edu

FACULTY APPLICATION DOSSIER

To apply for a full-time or part-time faculty position, send a cover letter and curriculum vita to the appropriate department or search committee chair. A curriculum vita should include

- your name, address, phone number, and e-mail address;
- your undergraduate and graduate programs and degrees;
- a list of courses or subjects that you consider yourself particularly competent to teach as well as a list of specific courses that you have taught in the past five years;
- a list of previous teaching positions, including the name and address of the department chair if you are currently employed in a teaching position;
- a list of publications, professional activities, and honors;
- the names and addresses of three references;
- visa status if you are not a U.S. citizen.

If any of the above information is not contained in your vita, please include it in your cover letter or as an addendum to your application material.

In addition to the items above, a complete dossier also requires

- three letters of recommendation submitted independently of the candidate;
- official transcripts of all undergraduate and graduate work;
- a copy of one recent publication or research proposal (this is often not necessary in the case of part-time faculty);
- an essay (directions are given below).

Essay Directions:

Please review the material related to our Jesuit mission posted on the Internet at www.loyola.edu/about/jesuitidentity and write a brief essay addressing the ways you could contribute to this mission. You are free to structure your essay as you deem appropriate. The following topics are provided to stimulate your thinking: the synergy between your philosophy of teaching, the liberal arts and the Jesuit educational mission; the ways in which your religious identity shapes your teaching, interaction with students, or research in relationship to the Jesuit educational mission; the extent to which you include multicultural themes, ethical issues, social justice, or service learning in your teaching or research in relationship to the Jesuit educational mission.