

APPLICATION FOR PRECEPTOR POSITION IN MATHEMATICS

We seek Mathematicians to work with the rank of Preceptor alongside other Harvard faculty on teaching, developing, and supporting sections of entry-level courses through Multivariable Calculus and Linear Algebra. Applicants must have a strong background in advanced mathematics, preferably including a Ph.D., as well as sophistication about undergraduate teaching, learning, and curricular issues generally. Candidates should present evidence of outstanding classroom success, together with training, assessment, and organizational skills. Responsibility, initiative, good judgment, and the ability to work well on a team are required. This position entails both significant administrative responsibilities, such as developing and participating in pedagogical mentoring and research programs, as well as significant career development opportunities for mathematicians following less traditional career paths.

**Please submit this application form along with the following information to: Preceptor Position,
Department of Mathematics, Harvard University, One Oxford Street, Cambridge, MA 02138 Fax: (617) 495-5132**

- This application form
- Three letters of recommendation: At least one letter **must** discuss the applicant's experience with teaching, administration skills, and other educational work. You should arrange to have all of these letters sent to us under separate cover
- Curriculum Vitae
- A cover letter that discusses how this position would fit into your career trajectory
- A teaching portfolio

Preferences will be given to applications received before December 8, 2006. The appointments are normally three years with a starting salary of approximately \$51,700 for the academic year. This salary can sometimes be augmented by teaching during the summer and evenings. The teaching commitment is two courses per semester, usually calculus.

Last Name: _____ **First Name:** _____ **Email Address:** _____

Address:

Telephone: (Office)(_____) _____
(Home) (_____) _____

Current Institutional Affiliation: _____

Teaching Experience:

Are you a U.S. citizen or authorized to work in the US? Yes [] No []

Any offer of employment is conditioned on proof of U.S. citizenship or authorization to work in the U.S.. It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

If you have ever had an appointment at Harvard please state type and dates: _____

Academic Degrees:

Degree	Subject	School	Advisor	Year Graduated
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Month and Year of Ph.D. or date on which you expect to receive it: _____

Primary Interests: _____

Most recent, if any, position held post Ph.D. and you may include any verifiable work performed on a volunteer basis: _____

University or company: _____

Position

Title: _____ Dates: _____

Fellowships:

Honors:

List the names, addresses and e-mail addresses of 3 Referees who will each provide you with a letter of recommendation:

(1) _____

(2) _____

(3) _____

I hereby state that the information on this application and all other information otherwise provided is true and correct. I understand that any misrepresentation or omission could result in denial or termination of employment at any time. I authorize Harvard University to verify the statements on my application and/or resume and any other information I have provided, to make inquiries regarding my employment and education, and to obtain any and all information it deems necessary in order to evaluate my application. I authorize any employer, school, and other individual or entity that has knowledge of me or my records to release such information to and communicate freely with Harvard University. In consideration for Harvard's review of my application for employment I hereby release any individual, entity, and Harvard University from all claims or liabilities whatever that might arise from the inquiry into or disclosure of such information, including claims under any federal, state, or local civil rights law and any claims for defamation or invasion of privacy.

Signature of applicant: _____ Date: _____

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In order to comply with federally mandated equal opportunity hiring practices, we are required to obtain demographic information from all applicants to faculty positions. We are therefore writing to you to ask that you help us with this process by providing information through the self-identification website http://www.fas.harvard.edu/~acadaff/self_id/self_id.html. Please take a moment to click on the link and complete the brief survey.

Submission of demographic information through this form is completely voluntary and the information you provide will be kept strictly confidential. All racial/ethnic information will be gathered and maintained in the Office for Academic Affairs, a location separate from the department and all applicant records. Information on applicant pools will be available to departments only in aggregate form. Your decision to participate (or not) will in no way affect the evaluation of your application now or in the future. Your cooperation is much appreciated.

As an equal opportunity employer, Harvard complies with all relevant government regulations and affirmative action responsibilities.