Appendix 3

Sample Screening Tool

Applicant Name: ____________________________ Name of Rater: ____________________________

Position: ____________________________ Date of Screening: ____________________________

Preliminary Screens

A. Ph.D. or Equivalent in appropriate discipline(s) in hand YES NO (IF NO, STOP RATING)

B. Specialization(s) within the discipline YES NO (IF NO, STOP RATING)

C. Two Years Teaching Experience at the college / university level YES NO (IF NO, STOP RATING)

Academic and Professional Preparation

On a scale of one to four (with four being the highest score):

1. Specific coursework N/A 1 2 3 4
2. Evidence of teaching ability N/A 1 2 3 4
3. Teaching experience with multi-cultural, international students N/A 1 2 3 4
4. Research, articles, etc. N/A 1 2 3 4
5. Participation in professional activities N/A 1 2 3 4
6. Other activities (including living abroad, special assignments, awards, fellowships, etc.) N/A 1 2 3 4

Other Comments:

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*N/A = Not Applicable/Not Available