**DEPARTMENTAL ADMINISTRATIVE QUESTIONS**

1. Do you have a bachelor’s degree? (DISQUALIFYING)
2. In one full paragraph, please provide an example of how you have elevated Diversity, Equity, and Inclusion in your current or previous role?
3. In one full paragraph, please explain the process for preparing sabbatical and fellowship leave applications for department faculty.
4. In one full paragraph, please explain the onboarding process for Part-Time Lecturers/Coadjutants.
5. In one full paragraph, please define the recruitment process for faculty appointments (tenure-track/non-tenure track)
6. Do you have experience coordinating reappointment and promotion material for tenure-track and tenured faculty? (Yes/No)
7. Are you currently the department’s financial preparer? (Yes/No)
8. In your current role, are you the one who utilizes Sunapsis to bring foreign-nationals to the department/unit? (Yes/No)