



Faculty/ Administrator Application Form
Office of Academic Affairs

Trevecca Nazarene University • Nashville, TN 37210-2877
Phone 615-248-1258 • Fax 615-248-1764
Email: academicaffairs@trevecca.edu

Name _____ Date _____

Address _____ Home Phone _____

_____ Cell Phone _____

Social Security # _____ Email _____

Position Desired _____

Trevecca Nazarene University is a Christian liberal arts university which exists to prepare students for a life of meaningful service in various vocations through quality educational programs. It is dedicated to excellence in Christian education through the integration of faith, learning, and living. Trevecca is an institution of the Church of the Nazarene and is guided by its doctrines and principles of conduct. It emphasizes the authority of the Bible and Christian holiness in the Wesleyan tradition. Faculty and administrative applicants must possess a philosophy of education consistent with the University's mission and goals. To be a faculty member/administrator at Trevecca means to accept the challenge of dedicated Christian service to the institutional and educational purpose of the University.

Criteria used in selecting new faculty for the university are as follows:

- * Professional competence as demonstrated by academic training with a minimum of a master's degree in the field of teaching and plans for further graduate study. A faculty member teaching a graduate course must have earned the terminal degree in the academic discipline. Exceptions are based on other experiences appropriate to the teaching assignment.
- * Personal commitment to serving Christ and acceptance of the ideals of the university and the Church of the Nazarene.
- * Ability to teach effectively as demonstrated by prior experience or letters of recommendation. Openness to professional development and maintenance of teaching skills.
- * Ability to work with others in departmental relationships including professional relationships to colleagues and students.
- * Interest and concern for the needs of students.
- * Effective communication skills in both oral and written English.

Criteria used in selecting administrators varies according to the position applied for; however, all applicants must demonstrate a personal commitment to serving Christ; acceptance and respect for the ideals of the university and the Church; and the ability to work with others in relationship to students, colleagues, members of the constituency, and the public.

To be considered for a faculty or administrator position at Trevecca, the applicant must supply the information requested. Official transcripts must be forwarded to the Academic Affairs Office before an interview can take place. If an item does not apply to the position for which you are applying, please indicate with "NA." If the information is included on an attached curriculum vitae, please so indicate. In an attempt to assess the extent to which the applicant satisfies the criteria for employment, responses on this application will be evaluated for both content and presentation. Faculty position candidates invited for an interview will be expected to make some form of oral presentation.

Education

List all baccalaureate and graduate institutions attended.

College or University	Date Attended	Major	Degree Earned	Date Conferred

If you are currently a candidate for any degree, state what degree, the institution, and what date you expect to receive the degree.

Degree	Institution	Expected Date of Completion

NOTE: You must send official transcripts of all college and university credits earned. An official transcript is a transcript with a registrar's seal from the institution granting credit sent directly from that institution to the Office of Academic Affairs, Trevecca Nazarene University, 333 Murfreesboro Road, Nashville, TN 37210 (615-248-1258).

State any plans you may have for further graduate study.

Please list any professional certificates, such as a teaching license, which you hold.

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Experience

List any college and/or K-12 teaching experiences.

Position	Institution	Location	Dates

List other professional experiences.

Position	Institution	Location	Dates

List any professional memberships.

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List books or articles published.

Describe any major research conducted.

List distinctions and honors received.

List any extracurricular interests and/or hobbies.

Statement of Interest

Briefly state why you are interested in a position at Trevecca Nazarene University.

Statement of Faith

What church do you attend? _____

Are you a member of that church? Yes No

Do you believe in and subscribe to the doctrines and practices of the Church of the Nazarene as expressed in the [Statement of Beliefs](#), the [Articles of Faith](#), and the [Covenant of Christian Conduct](#)? Yes No

Why or why not?

Describe your personal relationship with Christ.

Trevecca Mission, Belief, and Lifestyle Covenant

Please read Trevecca's "Mission, Belief, and Lifestyle Covenant" below; then respond.

University Mission Statement

Trevecca Nazarene University is a Christian community providing education for leadership and service.

University Motto

Esse Quam Videri - To be rather than to seem

Statement of Purpose

Trevecca Nazarene University, founded in 1901 by J.O. McClurkan, is a private, accredited, comprehensive institution of higher learning that exists to meet the higher educational needs of the Church of the Nazarene by providing educational services to qualified individuals who desire a university education in a Christian environment and from a Christian understanding. Its academic programs are based on Christian values that promote scholarship, critical thinking, and meaningful worship for students in preparation for lives of leadership and service to the church, the community, and the world at large.

As the official university for the Church of the Nazarene in the southeastern United States, Trevecca is guided by the Articles of Faith and the Covenant of Christian Conduct of the denomination. It emphasizes the authority of the Bible, time-honored tradition, reasoned thought, and authentic experience of Christian holiness as interpreted by the Wesleyan doctrine and worldview. The University welcomes students of any religious affiliation who subscribe to its ideals and standards.

Trevecca intends that its graduates be socially conscious, globally aware, and actively engaged individuals who are developing holistically in the cognitive, emotional, physical, social, and spiritual areas of being. The desire is that each student will develop a personal relationship with Jesus Christ. They are to be persons of strong Christian character able to make ethical decisions based on biblical principles and reflective thought. Their characteristics should include competence, responsibility, compassion, and the ability to integrate Christian faith and learning in practice.

The University provides a variety of face-to-face and distance education nontraditional and continuing education professional programs at the undergraduate, master's, post-master's, and doctoral levels. Traditional undergraduate curricular programs focus on the liberal arts and sciences as reflected in the core curriculum and emphasize a number of professional content areas. While the primary focus of Trevecca faculty is to teach, faculty members are encouraged as reflective practitioners to conduct action research that contributes to the practical wisdom of applied knowledge and enhances the learning experience. All programs strive to prepare students for positions of leadership and service in their chosen careers by clarifying their life calling, developing their intellectual abilities, and engaging them in research, service learning, internships, and/or other opportunities that will allow them to demonstrate practical application of their knowledge and skills.

To achieve its purpose, Trevecca employs faculty, administrators, and staff who model the ideals of the University and, as mentors, seek to foster a supportive and challenging environment in which every student can realize his or her full potential in Christ. Therefore, Trevecca seeks to employ Christians who are competent, professionally qualified, and fully committed to the University's mission and purpose.

Statement of Belief

Trevecca Nazarene University is a direct subsidiary of the Church of the Nazarene, and as such, students, faculty, staff, and administration are expected to abide by the guidelines established by this church. This includes the [Statement of Beliefs](#), the [Articles of Faith](#), and the [Covenant of Christian Conduct](#) of the denomination.

The Church of the Nazarene believes...

- In one God—the Father, Son, and Holy Spirit.
- That the Old and New Testament Scriptures, given by plenary inspiration, contain all truth necessary to faith and Christian living
- That human beings are born with a fallen nature, and are, therefore, inclined to evil, and that continually.
- That the finally impenitent are hopelessly and eternally lost.
- That the atonement through Jesus Christ is for the whole human race; and that whosoever repents and believes on the Lord Jesus Christ is justified and regenerated and saved from the dominion of sin.
- That believers are to be sanctified wholly, subsequent to regeneration, through faith in the Lord Jesus Christ.
- That the Holy Spirit bears witness to the new birth, and also to the entire sanctification of believers.
- That our Lord will return, the dead will be raised, and the final judgment will take place.

To be in accord with the purposes and spirit of the University, and with the doctrines and standards of the Church of the Nazarene, Trevecca Nazarene University's lifestyle practices for all administrators, faculty, staff, and students align with the Church's [Covenant of Christian Conduct](#). This covenant specifically prohibits the following behaviors: drinking alcoholic beverages, engaging in sexual acts with anyone other than your spouse, sexual activity between people of the same sex, viewing pornographic, obscene, and/or violent entertainment, cheating/dishonesty, using illegal drugs, using tobacco in any form, participating in gambling, and participating in any activity that fails to protect the sanctity of all human life. It is important to stress that these standards are not presented with the view that they constitute a complete index to Christian maturity; however, all campus employees and students should agree to live in accordance with, and do not inveigh against, these community guidelines.

Response:

Discuss how you personally might be able to assist the university in fulfilling its purpose as described above.

References and Lifestyle

Please list at least four individuals who can provide a professional and/or personal recommendation for you, including one who can attest to your churchmanship. Any request that a reference not be contacted without your prior permission will be honored.

Name	Position	Address	Telephone

Do you use alcohol? Yes No
Do you use tobacco? Yes No
Do you use [illegal drugs](#)? Yes No

Signature

I understand that offers of employment are made contingent on satisfactory completion of a criminal background check. Upon request, I agree to complete a background check authorization form and return it to the Office of Human Resources.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Trevecca to hire me. If I am hired, I understand that Trevecca can terminate my employment at any time and for any lawful reason.

I attest with my signature below that I have given to Trevecca true and complete information on this application. No requested information has been concealed. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

I acknowledge that I have read the [Statement of Beliefs](#), the [Articles of Faith](#), and the [Covenant of Christian Conduct](#) of the Church of the Nazarene, as well as the Trevecca Nazarene University mission, belief, and lifestyle statements above, and agree to live in accordance with, and to not inveigh against this Mission, Belief, and Lifestyle Covenant.

Signature

Name (Print)

Date