



## **Fall 2023/Winter 2024 Application Instructions**

**Application Deadline: Friday March 3, 2023 at 5:00 p.m.**

1. All application components submitted by applicants must be in pdf format, assembled in the order shown in the Application Checklist below. A single pdf of the entire application is preferred.
2. All documents requiring signatures must be signed.
3. Complete applications must be e-mailed to Program Coordinator, **no later than 5:00 p.m. on March 3, 2023**

### **Program Coordinator Contact Information**

Jill Sadey, Academic Personnel Office

Email: [jill.sadey@ucr.edu](mailto:jill.sadey@ucr.edu)

Phone: (951) 827-2936

4. The application will be considered complete only if all items on the Application Checklist below are received by the final deadline.

### **Application Checklist**

A complete application packet consists of materials submitted by applicant:

#### **Materials Submitted by Applicant (in single pdf format, preferred)**

- Completed 2 page Application
  - ✓ Application Information
  - ✓ Answer to Reflection Question
  - ✓ Declaration on Applying
  - ✓ Signatures (Applicant and Chair)
- Current curriculum vitae