

MEMORANDUM

TO: Deans and Department Chairs

FROM: Stan Aeschleman
Provost and Executive Vice Chancellor

DATE: July 2008

SUBJECT: Template for Advertising Faculty Positions

Attached is a sample template for advertising faculty positions. The idea for providing such a template emerged from observations by deans and other administrators that Appalachian's advertisements have been inconsistent and sometimes inaccurate in their descriptions of the university and of faculty responsibilities. Departments are not obligated to use the exact wording of this template, but they are responsible for including the items listed below, unless the appropriate dean approves an exception. Deans' offices are expected to monitor the quality of the ads and the inclusion of the required items.

1. The department or area in which the position is located
2. The nature of the position (e.g., nine-month tenure-track)
3. Proposed rank or range of ranks
4. Beginning date of appointment
5. Minimum and preferred qualifications
6. Duties outside classroom teaching, generally including but not limited to
 - a. Scholarship or creative activity
 - b. Service
 - c. Advising
 - d. Curriculum development
 - e. On-line instruction and/or instruction at off-campus sites
7. An accurate description of the department and university (or links to appropriate web sites)
8. Specific contents of application
9. Person and address to whom application should be sent (specify whether materials may be submitted electronically)
10. Initial date for review of complete applications
11. The following AA/EEO statement: "Appalachian State University is an Affirmative Action/Equal Opportunity Employer. The university has a strong commitment to the principles of diversity and inclusion, and to maintaining working and learning environments that are free of all forms of discrimination."
12. The following additional statements: "Individuals with disabilities may request accommodations in the application process by contacting [*search committee chair*]. Documentation of identity and employability of the applicant will be required before the hiring process can be finalized."

In order to meet Department of Labor regulations concerning international hires, we have been advised to continue to post at least one print ad in a national publication. However, print ads can be extremely minimal, with links to web-based position descriptions.

Template for Tenure-Track Job Description

The [Department/Area] at Appalachian State University invites applications for a tenure-track nine-month faculty position at the rank of [preferred rank(s)] beginning August 2009. Qualifications for this position include: [list of qualification information]. Candidates are expected to provide instruction in [listing courses/areas of instruction]. Responsibilities also include student advisement, curriculum development, and possible on-line instruction and/or instruction at off-campus sites, as well as an active program of scholarship and participation in service activities.

[Insert description of the department including a brief description of programs, number of faculty members, and number of majors and graduate students.]

Appalachian State University is a member institution of the sixteen-campus University of North Carolina. Located in Boone, North Carolina, the university has approximately 15,000 students, primarily in bachelors and masters programs in both liberal arts and applied fields. Appalachian has both a traditional residential campus and a variety of distance education programs. Additional information about the [department name], the university, and the surrounding area is located at: [URL]

Applicants must send a complete application consisting of [application components]. Applications should be sent to [postal or electronic address information]. The initial review of complete applications will begin [date] and will continue until the position is filled.

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Individuals with disabilities may request accommodations in the application process by contacting [search committee chair]. Documentation of identity and employability of the applicant will be required before the hiring process can be finalized.