ATTACHMENT C

MEMORANDUM

TO:        Deans and Department Chairs

FROM:      Lori S. Gonzalez
           Provost and Executive Vice Chancellor

DATE:      April 24, 2014

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 does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation."
12. The following additional statements are required: “Individuals with disabilities may request accommodations in the application process by contacting [search committee chair]. Any offer of employment to a successful candidate will be conditioned upon the University’s receipt of a satisfactory criminal background report. Documentation of identity and employability of the applicant will be required before the hiring process can be finalized.”
Template for Tenure-Track Job Description

The Department of [insert name] at Appalachian State University invites applications for a tenure-track nine-month faculty position at the rank of [insert rank(s)] beginning [insert date]. The requirements for the position are a Ph.D. in [insert appropriate field(s)] or a closely related field and [if applicable, indicate any area of specialization required and minimum number of semesters of teaching experience required]. Candidates who are ABD will be considered, but the position requires completion of all doctoral requirements in [insert discipline] by [insert date]. Instructional duties will include [insert duties]. Faculty members are expected to maintain an active program of scholarship as well as participate 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 17,000 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 [insert department name], the university, and the surrounding area is located at: [URL]

Applicants must send a complete application consisting of [insert application components]. Applications should be sent to [insert postal or electronic address information]. The initial review of complete applications will begin [insert 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 [insert search committee chair]. Any offer of employment to a successful candidate will be conditioned upon the University's receipt of a satisfactory criminal background report. Documentation of identity and employability of the applicant will be required before the hiring process can be finalized.