Offer & Closing Job Process

User Groups: Hiring Manager and Department Support

Purpose: The Offer indicates the acceptance of applicant once applicant accepts the offer and a start date has been established. Instructions included on sending rejection letters and closing the job.

Click JOBS tab

Click ‘Job Title’
Click Properties tab:
Z* Test Assistant Professor
Bowling Green State University - Faculty - Approval Pending

Properties

Details | Additional Information

Job Details

Title: Z* Test Assistant Professor
Job ID: 4493
Job Category: Faculty
AA Group: ZZZ Postsecondary teachers
Position Name: Faculty/Tenure Track/Tenured
Location: BGSU Main Campus
Department: A&L Dean
Open Dates:

Desired/Actual Start Date: 09/19/2016

Position Summary: Bowling Green State University’s School of Teaching and Learning and School of Interchange Services in the College of Education and Human Development announces a position as Assistant Professor in an innovative (dual licensure) inclusive Early Childhood (EC) program with a preferred emphasis on Mathematics/STEM Education beginning August, 2017.

Essential Duties: The primary responsibility is to teach EC courses with a primary focus on mathematics in P-3 inclusive classrooms. Providing instruction for EC courses including, but not limited to: teaching field experiences and other graduate courses depending on expertise; establishing and maintaining a scholarly research agenda; advising students, participating in program development; and providing service to the unit, the university, and professional organizations.

Minimum Qualifications & Salary:

(1) Earned doctorate in Mathematics/STEM Education, Early Childhood Special Education, Early Childhood Education, Special Education, Curriculum and Instruction, or a closely related field required for appointment at Assistant Professor level (AED; dissertations defended August 2017) will be considered;
(2) Minimum of three years of practical or classroom experience in inclusive P-3 settings or equivalent;
(3) A record of successful teaching in P-3 and/or higher education and graduate programs as appropriate;
(4) Demonstrated performance or potential in publications, grants, as well as evidence of activity in professional organizations.

Salary:
Salary is commensurate with education and experience.

Additional Information: Review of candidates will commence immediately. Applications must also include a curriculum vitae, a writing sample of no more than 25 pages, three letters of recommendation, graduate transcripts, and evidence of teaching effectiveness.

Pay Grade:
Opportunity Type: Full Time
Job Type: Academic Year
Degree Type: PhD or terminal degree
Salary Type: Salary
Hiring Manager: Lee Smith
Committee Chair: Lee Smith
Department: A&L Dean
Department Support: Lee Smith
Committee Members: Lee Smith

Pre-Screen Questions:
Workload Configuration: Faculty
Reference Notification: Reference Notification

Secret
Send Reference Notification: The ‘Send Reference Notification’ trigger function (must be attached to a trigger for this to fire) or manually

Required Job Documents:

Required Applicant Documents: Cover Letter, Curriculum Vitae

Email to a candidate

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Complete the following fields:

**New Position #** - confirm position number if filled in, otherwise, enter position number

**Desired/Actual Start Date** – enter start date for applicant in this position

Click **Save**

Click ‘Applicants’ tab
Click the ‘Offer’ column for selected applicant.

**Applicant Response Pending** – may use this while start date is being negotiated but not required

**Accepted** – use when start date has been established and offer accepted

**Rejected** – use if candidate declines the offer

Click **Save**.
This will mark the applicant status as Hired and change disposition to Hired.

An automatic email is sent to hired applicant welcoming them to BGSU and includes how to navigate to benefit web site.

**Letters of Regret – Rejection Letters**

Click on box next to name of applicants for which that you wish to send the rejection letters. If you click the box next to ‘NAME’ at top, it will put check marks in all applicant boxes.
Click the drop down box for ‘Bulk Actions’ and choose Rejection Letter – Faculty

This will bring in the template for the email to be sent to all selected applicants. Click \( \text{Send To All} \) in the right hand column to send email to all applicants at once. This text can be edited in the body of the email. Please leave [[Applicant First Name]] and [[Job Title]] text as this is code to bring in the correct applicant and job title.
Closing the Job

You may now close the job

Click ‘Jobs’
Click the box proceeding the job title to mark it with a check.

- Senior Secretary - Department of Architecture & Environmental Designs and College of Technology, Architecture & Applied Engineering
- Senior Secretary - GEPB
- Senior Secretary - TRIO
- Stationary Engineer
- Student Assistance & Advocacy Specialist
- Student Services Counselor - Firelands Admissions & Financial Aid
- Student Services Counselor - Office of Admissions
- Technology Support Specialist
- Z* Test Assistant Professor
- Z*TESTING Administrative process

Click on the ‘Bulk Actions’ drop down box to change the job status to ‘Filled’

This will officially close the job search and will remove the job from your active job view and move it into archived jobs. If you need to refer back to an old job, contact Lisa Meyer in the Provost office to grant the position being opened for your view.