

## Faculty Position Description and Ad Guidelines\*

Extended Position Description/Announcement	Abbreviated Advertisement
<p><b>Position:</b> <i>(Must match approved College Recruitment Plan.)</i></p> <ul style="list-style-type: none"> <li>⇒ Rank</li> <li>⇒ Tenure or nontenure-track (renewable)</li> <li>⇒ Department/School/Division</li> <li>⇒ Area of specialization</li> </ul>	<p><b>Position:</b> <i>(Must match approved College Recruitment Plan.)</i></p> <ul style="list-style-type: none"> <li>⇒ Rank</li> <li>⇒ Tenure or nontenure-track (renewable)</li> <li>⇒ Department/School/Division</li> <li>⇒ Area of specialization</li> </ul>
<p><b>Primary Responsibilities:</b></p> <ul style="list-style-type: none"> <li>⇒ Research</li> <li>⇒ Teaching (Undergraduate/Graduate)</li> <li>⇒ Service</li> </ul>	<p><b>Primary Responsibilities (Abbreviated):</b></p> <ul style="list-style-type: none"> <li>⇒ Research</li> <li>⇒ Teaching (Undergraduate/Graduate)</li> <li>⇒ Service</li> </ul>
<p><b>Required Qualifications:</b></p> <ul style="list-style-type: none"> <li>⇒ Degree (Ph.D. or equivalent) (by start date: <i>optional</i>)</li> <li>⇒ Professional experience</li> <li>⇒ Scholarly record, accomplishments</li> <li>⇒ Evidence of teaching effectiveness</li> <li>• Administrative experience (if applicable)</li> </ul>	<p><b>Required Qualifications (Abbreviated):</b></p> <ul style="list-style-type: none"> <li>⇒ Degree (Ph.D. or equivalent)</li> <li>⇒ Professional experience</li> <li>⇒ Scholarly record, accomplishments</li> <li>⇒ Evidence of teaching effectiveness</li> <li>• Administrative experience (if applicable)</li> </ul>
<p><b>Preferred Qualifications (Include all that apply):</b></p> <ul style="list-style-type: none"> <li>• Additional degrees, certifications, licenses</li> <li>• Professional experience</li> <li>• Scholarly record, accomplishments</li> <li>• Evidence of teaching effectiveness</li> <li>• Administrative experience</li> </ul>	<p><b>Preferred Qualifications (Optional):</b></p> <ul style="list-style-type: none"> <li>• Additional degrees, certifications, licenses</li> <li>• Professional experience</li> <li>• Scholarly record, accomplishments</li> <li>• Evidence of teaching effectiveness</li> <li>• Administrative experience</li> </ul>
<p><b>Salary:</b></p> <ul style="list-style-type: none"> <li>⇒ <i>Suggested Statement:</i> Competitive and commensurate with peer institution levels for rank and position and in keeping with candidate experience and credentials.</li> <li>⇒ Do not list actual salary or range.</li> </ul>	<p><b>Salary (Optional):</b></p> <ul style="list-style-type: none"> <li>• <i>Suggested Statement:</i> Competitive and commensurate with peer institution levels for rank and position and in keeping with candidate experience and credentials.</li> <li>• Do not list actual salary or range.</li> </ul>
<p><b>Expected Start Date of Employment:</b></p> <ul style="list-style-type: none"> <li>⇒ Month and year only</li> </ul>	<p><b>Expected Start Date of Employment:</b></p> <ul style="list-style-type: none"> <li>⇒ Month and year only</li> </ul>
<p><b>Credentials Required for Applicants (minimum):</b></p> <ul style="list-style-type: none"> <li>⇒ Letter of application</li> <li>⇒ Full curriculum vitae</li> <li>⇒ Name, address, phone of at least three references</li> <li>• Transcript optional at this point in hiring process</li> </ul> <p><b>Additional Credentials Required for Finalists:</b></p> <ul style="list-style-type: none"> <li>⇒ Three current (dated within 1 year) letters of reference</li> <li>⇒ Transcript of highest degree (or program if ABD) <i>Official transcript required for Personnel File</i></li> </ul>	<p><b>Credentials Required for Applicants (minimum):</b></p> <ul style="list-style-type: none"> <li>⇒ Letter of application</li> <li>⇒ Full curriculum vitae</li> <li>⇒ Name, address, phone of at least three references</li> <li>• Transcript optional at this point in hiring process</li> </ul> <p><b>Additional Credentials Required for Finalists:</b></p> <ul style="list-style-type: none"> <li>⇒ Three current (dated within 1 year) letters of reference</li> <li>⇒ Transcript of highest degree (or program if ABD) <i>Official transcript required for Personnel File</i></li> </ul>
<p><b>Application Process:</b></p> <ul style="list-style-type: none"> <li>⇒ Deadline for applications by postmark date (<i>OED approval required for open deadlines. Requires compelling reason in writing.</i>)</li> <li>⇒ Submit application materials to: Chair/Director or Search Chair name/title Address Phone, Fax and E-mail</li> <li>⇒ Electronic and Fax applications <i>may</i> be considered</li> </ul>	<p><b>Application Process:</b></p> <ul style="list-style-type: none"> <li>⇒ Deadline for applications by postmark date (<i>OED approval required for open deadlines. Requires compelling reason in writing.</i>)</li> <li>⇒ Submit application materials to: Chair/Director or Search Chair name/title Address Phone, Fax and E-mail</li> <li>⇒ Electronic and Fax applications <i>may</i> be considered</li> </ul>
<p><b>Descriptive Information:</b></p> <ul style="list-style-type: none"> <li>⇒ BGSU, College and/or School/Department/Program web site address</li> <li>• Description of School/Department/Program, BGSU</li> <li>• Department Fact Sheet printed on back of announcement</li> </ul>	<p><b>Descriptive Information (Abbreviated):</b></p> <ul style="list-style-type: none"> <li>⇒ BGSU, College and/or School/Department/Program web site address</li> </ul>
<p><b>Required Affirmative Action Statement:</b></p> <ul style="list-style-type: none"> <li>⇒ Bowling Green State University is an Equal Employment Opportunity/Affirmative Action employer and encourages applications from women, minorities, veterans and individuals with disabilities.</li> </ul>	<p><b>Required Affirmative Action Statement (Abbreviated):</b></p> <ul style="list-style-type: none"> <li>⇒ BGSU is an affirmative action and equal opportunity employer and educational institution. <i>OR, if extreme cost and space limitations dictate:</i></li> <li>⇒ BGSU is an AA/EO institution <u>OR</u> AA/EOE</li> </ul>
<p>* ⇒ Indicates required content.</p>	