



## FACULTY VACANCY ANNOUNCEMENT *[Name of College]*

Bowling Green State University is a tier-one, public university serving 19,000 students on two campuses in northwest Ohio. The University has nationally recognized programs and research in the natural and social sciences, education, arts, business, health and wellness, humanities and applied technologies. BGSU seeks talented individuals to join our community in Bowling Green, Ohio, recognized as one of the “Best College Towns of America.”

### Position Title

***[Rank, e.g., Assistant Professor, Instructor], [Program or Department/School]***

***Full- or part-time, nontenure or tenured/tenure-track, in nontenure track: term or renewable***

***[The section titled Primary Responsibilities is to be copied to the Primary Responsibilities portion of the Faculty Position Request application.]***

### Primary Responsibilities

***[examples – include as appropriate:***

- ***Description of teaching expectations (you may wish to include, for example, undergraduate and/or graduate level teaching, types and content of courses, courses per year, curriculum design and innovation in teaching, student academic and career advising, etc.). You may wish to note whether online, evening, weekend, or off-campus teaching are required/possibilities.***
- ***Description of scholarship/professional development/librarian effectiveness expectations (you may wish to include, for example, develop a strong research agenda that leads to successful publication, external performances and exhibitions, seek/maintain an externally funded research program, maintains currency in discipline through professional development, etc.)***
- ***Description of service expectations (you may wish to include, for example, what types of activities including unit/college/university/professional service, student recruiting activities***

***[The sections titled Minimum Qualifications and Preferred Qualifications are to be copied to the Minimum Qualifications portion of the Faculty Position Request application.]***

### Minimum Qualifications

***NOTE: APPLICANTS MUST MEET ALL MINIMUM REQUIREMENTS TO BE ELIGIBLE FOR FURTHER CONSIDERATION – BE SURE THEY ARE TRULY MINIMUM QUALIFICATIONS!***

***Examples – include as appropriate:***

- ***Degree required (currently or earned as of start date of the contract; whether ABD will be considered); Optional: “Doctorate preferred”***
- ***Area of degree (e.g., “XXX, YYY, or related area”)***
- ***Required teaching or scholarship expertise (e.g., “teaching/research interests on one or more of the following areas: AAA, BBB, CCC;” “Ability to teach graduate courses in CCC and DDD.”)***
- ***Demonstrated record in teaching/scholarship/service***
- ***Certificates, licensures, professional registrations, etc. (currently or eligibility upon hiring)***

- **Knowledge of disciplinary accreditation and certification procedures**
- **Previous successful experience/demonstrated record (teaching and/or administration or equivalent, scholarly accomplishments or equivalent, work experience outside of higher education or equivalent)**
- **Other (driver's license if visiting student teaching sites, co-ops, etc.)**

Preferred Qualifications (optional)

**Examples – include as appropriate:**

- **Additional degrees, certifications, licenses**
- **Professional experience**
- **Evidence of teaching effectiveness**
- **Writing sample**
- **Portfolio of creative work**

*[The sections titled Salary & Benefits, Expected Start Date, Credentials Required for Application, Application Process, and Further Information are to be copied to the Application Process/Additonal Information portion of the Faculty Position Request application.]*

Salary & Benefits

Competitive and commensurate with peer institution levels for rank and position in keeping with candidate's experience and credentials. Full benefits package available.

Expected Start Date: **[month year]**

Credentials Required for Application

**[examples – include as appropriate:**

- **Cover letter/statement of teaching/research interests**
- **Curriculum vitae**
- **Official/unofficial transcripts of all undergraduate and graduate coursework**
- **Digital portfolio**
- **Three current and original letters of reference**

Application Process:

For a complete job description & instructions on how to apply for this position visit <https://bgsu.hiretouch.com/> or contact the Office of Human Resources, BGSU. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with Bowling Green State University, please call 419-372-8421.

Application Deadline: **month day, year**

**Note: when establishing closing dates, please remember that local searches must be posted for 7-14 days, regional searches for 21 days, and national searches for 30 days in a national outlet.**

Further Information:

**[Insert name and contact information of Search Committee Chair or other individual]**

BGSU policy requires finalists to authorize and pass a background investigation prior to receiving an offer of employment.

*Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer. We are committed to fostering a diverse and inclusive environment and strongly encourage applications from women, minorities, veterans, and individuals with disabilities regardless of age, gender identity, genetic information, religion, or sexual orientation.*

Information about Program and College

**Insert brief program and/or college descriptions. Please also provide a web link to further information as appropriate.**

*[The short ad is to be copied to the Position Summary portion of the Faculty Position Request application.]*

#### SHORT ADVERTISEMENT

**Program Name: Rank, school/department**, Bowling Green State University. **Tenured/Tenure-track/Nontenure track [if nontenure-track include term or renewable]** faculty position available **month, year**. Responsibilities: **[brief summary from PVA]**. Minimum qualifications: **[brief summary from PVA]**. For a complete job description & instructions on how to apply for this position visit <https://bgsu.hiretouch.com/> or contact the Office of Human Resources, BGSU. Application deadline is **month, day, year**. Background check required for employment. BGSU is an AA/EEO/Vet employer. We encourage applications from women, minorities, veterans, and persons with disabilities regardless of age, gender identity, genetic information, religion, or sexual orientation.

#### SHORTER ADVERTISEMENT

**Program Name: Rank, school/department**, Bowling Green State University. **Tenured/Tenure-track/Nontenure track** faculty position available **month, year**. For details including responsibilities, minimum qualifications, and information on how to apply, please visit <https://bgsu.hiretouch.com/> or contact the Office of Human Resources, BGSU. Application deadline is **month, day, year**. AA/EEO/Disabilities/Veterans.