For internal use only:   
Please use Adobe Sign to send the final FVA to the Dean for approval and copy the Provost’s Office Representative. Approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CC: Provost Office Representative   
 Signature-Dean



VACANCY ANNOUNCEMENT

[Rank]

[College]

[Department]

Bowling Green State University is a nationally ranked public university committed to redefining student success in a high-achieving, innovative environment. In 2021, Forbes ranked BGSU as the No. 3 midsize employer in the United States, highlighting the University’s commitment to its faculty and staff. Serving as the core of the University’s academic community, more than 800 full-time faculty members are engaged in teaching/librarian effectiveness, scholarly/creative activity, and service, with over 2,000 full-time staff members to support the operations and education of over 20,000 students.

*Information about Program and College (optional)*

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

**Summary:**

*Insert position details including academic unit, rank, probationary for tenure-track positions or renewable/nonrenewable for qualified-rank positions and expected start date.  An area of specialization may also be specified, if appropriate. Please note if this a 9 or 12-month appointment.*

*Example:  
The Department of [dept name] invites applications for a [tenure-track or qualified-rank] [rank] with a start date of [month/year].*

**Essential Functions:**

*Insert teaching/librarian effectiveness expectations, scholarship/professional expectations, and service expectations as appropriate.*

*Examples:  
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 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*

**Minimum Qualifications:**

*Insert minimum qualifications which may include degree (required), area of expertise, previous teaching experience, and professional experience among others*. *Remember, all Finalists to be interviewed must meet all minimum qualifications.*

*Examples:  
- Degree required (currently or earned as of start date of employment; whether ABD will be considered); Optional: “Doctorate preferred”*

*- Area of degree (e.g., “XXX, YYY; related areas should be as specific as possible)*

*- Required teaching/librarian effectiveness 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/librarian effectiveness and/or administration, scholarly accomplishments, work experience outside of higher education*)

*Preferred Qualifications (optional)*

*Insert preferred qualifications which may include additional degrees, professional experience, etc.*

**Additional Information:**

Application Process

Applications accepted online at <https://www.bgsu.edu/human-resources/careers/career-opportunities.html>

Application Materials Required

* Cover letter
* Curriculum vitae
* Names and contact information of three professional references
* *Insert additional materials required, if applicable for this search, which may include statement of teaching philosophy, evidence of teaching effectiveness, statement of research interests and agenda, digital portfolios, etc.*

Unofficial transcripts of highest degree earned are required for candidates invited for in-person interviews.   
  
Finalist will be required to submit official transcripts.

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

Application Deadline

*Deadline to apply is* ***Month/Day/Year.***

***OR:***

*Screening of applicants will begin* ***Month/Day/Year*** *and will continue until the position is filled.*

Salary & Benefits

Competitive and commensurate with candidate’s experience and credentials. Full benefits package available.

*Further Information (optional):*

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

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer. We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans, and persons with disabilities. 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 or email [**ohr@bgsu.edu**](mailto:ohr@bgsu.edu).

Short Advertisement

The Department of [dept name] invites applications for a [tenure-track or qualified-rank] [rank] with a start date of [month/year]. For a complete job description & instructions on how to apply for this position visit <https://www.bgsu.edu/human-resources/careers/career-opportunities.html>. Deadline to apply is **Month/Day/Year. OR:** Screening of applicants will begin **Month/Day/Year** and will continue until the position is filled*.* 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.