**A&S Full-time Term Teaching Faculty Advertisement Template**

January 2024

Instructions: Black text is required language. Please adapt the text indicated in red type to customize your position advertisement and position description.

**[Visiting] Assistant Teaching Professor** **1 of [Department]** (Sub-discipline can be added in parentheses for advertising purposes)

The Department of X at William & Mary, a public university of the Commonwealth of Virginia, invites applications for a X year, non-tenure track [authorized title here] instructional position that will begin August 10, 20xx. [For **Visiting** Teaching Faculty remove the following sentence; keep the sentence below for Teaching Faculty: This full-time appointment comes with the possibility of ongoing renewals, and a framework for promotion.

We seek an individual with expertise in [XX; list relevant discipline-specific key terms or phrases that will be picked up in applicant web searches]. The successful applicant will be expected to be an effective teacher and will have a [3-3] teaching load.

Required: A Master’s degree is required. **3** [additional optional requirements]

Preferred: A Ph.D. [or appropriate terminal degree] or ABD is preferred at the time appointment begins (August 10, 20xx). Previous teaching experience is preferred.

*This information must be included in the approved narrative ad for external publication, and the following paragraph will be pasted in the* ***Posting****:* ***Special******Applicant Instructions*** *section:*

Applicants must apply online at <https://jobs.wm.edu>. Submit a curriculum vitae, a cover letter, and a statement of teaching interests that describes how your scholarly work informs your approach to teaching and mentoring [and XXX]. A diversity statement is not required. Candidates are encouraged to reflect on their past experiences or future plans to foster an inclusive and welcoming climate for learners/scholars in [enter discipline] in any of the aforementioned required documents. You will be prompted to submit online the names and email addresses of three references who will be contacted by the system with instructions for how to submit a letter of reference.

For full consideration, submit application materials by the initial review date, [indicate a date that is minimum 30 days from date of live posting]. Applications received after the initial review date will be considered if needed.

William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. The university is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities. William & Mary conducts background checks on applicants being considered for employment.

Information on the degree programs in the Department of X may be found at [link for dept web site].

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**1** The Dean’s authorization memo will indicate the authorized title, modified by “Visiting” if applicable.

**2**Visiting Teaching Fac position ads cannot have language on renewability or service. Teaching Faculty appointments have a service component and may be renewable contingent upon department/program needs, availability of funds, and performance review.

**3**Masters is minimum required degree qualification. Please contact your Vice-Dean about qualifications or if you wish to *require* a PhD for term position, which modifies the required qualification language.

**Notes about the Term Faculty Ad Template:**

* Red text should be adapted to the individual position; Black text is the minimum required language.
* Submit **narrative ad (along with proposed scoring rubric)** to Kathleen Morgan (kpmorg@wm.edu) to initiate Dean’s Office approval process.
* Once reviewed for required elements, formal approval will come from your vice-dean for the narrative ad and from the Associate Dean for Diversity, Equity & Inclusion for the scoring rubric.

About PeopleAdmin:

* As instructed in the search authorization, the dept administrator (hiring official) will either update an existing position number with revised duties, requirements, and dates; or create a net new position description (new posn#), with duties and requirements.
* See Human Resources **Box** site “*PeopleAdmin*” for specific job aids and for system guidance.
* See A&S recruit PD guidance and timelines: <https://www.wm.edu/as/facultyresources/dept-prog-administration/faculty-recruitment/index.php>

* When PD is approved by HR Class/Comp, create a *Posting* using the approved PD #, adding special applicant instructions and the department’s search plan.
* The application instructions list specific application materials which correspond with the list of documents to select when setting up the posting.
* *Do not circulate faculty posting*; save the posting draft and contact HR faculty recruitment staff directly to activate the posting. The 30-day (or longer if preferred) posting period will start with the date the posting is activated by HR.

Advertising:

* External advertising at the department’s discretion, funded from the hiring unit’s search allocation budget (if provided) should include searchable key words and point applicants to PeopleAdmin. Positions must be posted in PeopleAdmin before any external advertising goes live.
* All external ads and posts must use the approved full narrative ad and point applicants to <https://jobs.wm.edu> live posting.
* All PeopleAdmin postings are automatically displayed in the online national outlet *Higher Ed Jobs* shortly after the PeopleAdmin posting goes live. This posting satisfies Department of Labor (DOL) requirements**.**
* **IMPORTANT:** **Hiring units must save the Higher Ed Jobs ad display as a PDF (must include HEJ page header or identifier) and retain with your search records for Reves Center international hires and DOL audit purposes**.

Updated January 2024