**A&S Tenure-Eligible (TTE) Position Advertisement Template**

July 2023

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

**Assistant Professor of DEPARTMENT/PROG (Sub-discipline optional but encouraged for posting title)**

The Department of X at William & Mary, a public university of the Commonwealth of Virginia, seeks applications for a tenure track position at the Assistant Professor level in [sub-discipline]. Appointment will begin August 10, 20xx. We are interested in individuals with research and teaching expertise in A or B, but exceptional applicants from other areas of [sub-discipline] will be considered.  [list relevant discipline-specific key terms or phrases that will be picked up in applicant web searches]

Duties include research, teaching, and service to the University. The applicant is expected to establish and maintain a vibrant [externally funded] research program that inspires a highly motivated undergraduate student body [as well as Master’s/Ph.D. students].

Teaching expectation is 2 courses per semester. Successful applicants must possess the skills to teach compelling courses in [sub-discipline] and other lecture and seminar-style courses, and to contribute to X.

Required Qualifications: Applicants must hold a Ph.D. [or list the appropriate terminal degree] [in [discipline] or a related field] at the time appointment begins (August 10, 20xx).

Preferred Qualifications: Previous experience in teaching and mentoring successful undergraduate [and graduate] research is preferred. Evidence of scholarly achievement or demonstrated potential as a scholar.

[Postdoctoral research experience is desirable]

*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, a statement of teaching interests, a statement of research interests, [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].

Notes about the TTE 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 July 2023