

SAMPLE: (Instructional/Executive) PeopleAdmin Position Description Attributes for Full-time Term Teaching Faculty (TF) vs. Visiting Teaching Faculty

After full narrative ad (following ad template) is approved by Dean, Hiring Official (Dept Admin) selects attributes from drop-down or pastes text from the narrative into PeopleAdmin

The full PD title contains the dept/prog name only. A specialization can be added in parentheses for clarity of advertising

The full PD title contains the dept/prog name only. A specialization can be added in parentheses for clarity of advertising

	Assistant Teaching Professor of Dept/Program	Visiting Assistant Teaching Professor of Dept/Prog
Position Type:	Instructional/Executive	Instructional/Executive
Department:	X Dept - 3K%	X Dept - 3K%
Classification Details		
Role Title	Assistant Professor/9-Mth	Instructor/9-Mth
Role Code	01014	01013
FLSA		
Contribution Level		
Equal Opportunity Statement	William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. William & Mary is an Equal Opportunity/Affirmative Action employer.	William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. William & Mary is an Equal Opportunity/Affirmative Action employer.
Position Information		
Division	Arts & Sciences	Arts & Sciences
Location	William & Mary	William & Mary
Department	X Dept - 3K%	X Dept - 3K%
Position Title	Assistant Teaching Professor of Dept/Program (specialization optional in parentheses, for advertising purposes)	Visiting Assistant Teaching Professor of Dept/Prog (specialization optional in parentheses, for advertising purposes)
Contribution Level		
Position Number	F0xxxW or blank for new posn# as indicated by Dean	F0xxxW or blank for new posn# as indicated by Dean
FLSA		
Hiring Official	[Select dept admin staff to serve as dept Hiring Official(s)]	[Select dept admin staff to serve as dept Hiring Official(s)]
Employee Background Check	Non-Sensitive - standard background check	Non-Sensitive - standard background check
Economic Interest Statement	No	No
Safety Sensitive	No	No
Unit Mission Statement	[Sample only: Use your specific dept/prog mission] The mission of the Department of X is to foster teaching, research, and public service as an integral part of education linked through programs designed to preserve, transmit, and expand knowledge.	[Sample only: Use your specific dept/prog mission] The mission of the Department of X is to foster teaching, research, and public service as an integral part of education linked through programs designed to preserve, transmit, and expand knowledge.
Position Summary (Note: paste text from narrative job ad created from current ad template, using job language for your specified position recently approved by Dean)	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. [This appointment may be renewable contingent upon department/program needs, availability of funds, and performance review.] 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.	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. 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 Qualifications	A Master's degree is required. 3 [additional optional requirements]	A Master's degree is required. 3 [additional optional requirements]
Preferred Qualifications	A Ph.D. [or appropriate terminal degree] or ABD is preferred at the time appointment begins (August 10, 20xx). Previous teaching experience is 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.
Supervisory Position Description		
Job Title	system-generated when FC# is selected	system-generated when FC# is selected
Position Number	FCxxxW [Filter for "FC" & select generic Faculty Chair #]	FCxxxW [Filter for "FC" & select generic Faculty Chair #]
Org Unit	xDept - 3K%	xDept - 3K%
Time Sheet Approver Information	n/a for faculty positions	n/a for faculty positions
Budget Information		
Agency	W&M (204)	W&M (204)
Position Descrip Effective Date	8/10/20xx [use contract-begin date]	8/10/20xx [use contract-begin date]
Position Status	Restricted Appointment - Appointment limited to specified term [select grant-funded option if applicable]	Restricted Appointment - Appointment limited to specified term [select grant-funded option if applicable]
Employment Category	Instructional Faculty	Instructional Faculty
Position Term	9-Month	9-Month
If other, specify the months		
Base Budget Amount: Annual salary (full time positions). Does not include fringe cost.	in the \$00,000 to \$00,000 range based on experience and qualifications [Indicate full statement from authorization memo. This will not show on the posting, is for dean/budget/HR information]	in the \$00,000 to \$00,000 range based on experience and qualifications [Indicate full statement from authorization memo. This will not show on the posting, is for dean/budget/HR information]
Funding Source	E&G Funded [or grant-funded if applicable]	E&G Funded [or grant-funded if applicable]
Funding Justification For Position	TF position funded by Dean A&S. Position authorization attached.	Visiting TF position funded by Dean A&S. Position authorization attached.
Budget Office Comments	[Leave this blank; this is for the Budget Office to make notes]	[Leave this blank; this is for the Budget Office to make notes]
Previous Incumbent Name		
Previous Incumbent Salary		
Banner Funding Source		
Index	1200xx	1200xx
Account	611260	611260
Percentage	100%	100%
Supplemental Documents		
Position/Budget Justification	Attach Dean's recent TF Search Authorization memo	Attach Dean's recent Visiting TF Search Authorization memo
Other Document	Attach your full dean-approved narrative job ad	Attach your full dean-approved narrative job ad
Organizational Chart (Required)	Attach your updated Dept/Prog Organizational Chart	Attach your updated Dept/Prog Organizational Chart