

SAMPLE: (Instructional/Executive) PeopleAdmin Position Description Attributes for Tenured or Tenure Eligible (TTE) Faculty

After full narrative ad (using TE ad template) is approved by Dean, Hiring Official (Dept/Prog Admin) select attributes from drop-down and paste text from the approved job ad

The full position title contains the dept/prog name only. A specialization may be added in parentheses for clarity of advertising. Most TE jobs are advertised as Assistant Professor rank unless approved otherwise by Dean's authorization.

Assistant Professor of Dept/Prog	
Position Type:	Instructional/Executive
Department:	X Dept - 3K%
Classification Details	
Role Title	Assistant Professor/9-Mth
Role Code	01014
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.
Position Information	
Division	Arts & Sciences
Location	William & Mary
Department	X Dept - 3K%
Position Title	Assistant Professor of Dept/Prog (specialization optional for advertising purposes, in parentheses)
Contribution Level	
Position Number	F0xxxW or blank for new posn# as indicated by Dean
FLSA	
Hiring Official	[Select dept admin staff to serve as dept Hiring Official(s)]
Employee Background Check	Non-Sensitive - standard background check
Economic Interest Statement	No
Safety Sensitive	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.
Position Summary (Note: paste text from your actual approved narrative job ad created from current ad template, and recently approved by your Dean)	<p>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]</p> <p>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.</p>
Required Qualifications (Note: paste text from actual narrative job ad created from current ad template, recently approved by Dean)	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 (Note: paste text from actual narrative job ad created from current ad template, recently approved by Dean)	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]
Supervisory Position Description	
Job Title	will be system-generated when FC# is selected
Position Number	FCxxxW [Filter for "FC" and select the generic Faculty Chair # assigned to your dept]
Org Unit	xDept - 3K%
Time Sheet Approver Information	n/a for faculty positions
Budget Information	
Agency	W&M (204)
Position Descrip Effective Date	8/10/20xx [use anticipated contract begin date for faculty posn effective date]
Position Status	Continuing - E&G Funded [Tenure eligible appointments are considered continuing]
Employment Category	Instructional Faculty
Position Term	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 [Use full statement from authorization memo. This will not show on the posting, is for dean/budget/HR information]
Funding Source	E&G Funded
Funding Justification For Position	TE recruitment authorized by Dean A&S. Position authorization attached.
Budget Office Comments	[Leave this blank; this is for the Budget Office to make notes]
Previous Incumbent Name	
Previous Incumbent Salary	
Banner Funding Source	
Index	1200xx
Account	611260
Percentage	100%
Supplemental Documents	
Position/Budget Justification	Attach Dean's recent TTE Search Authorization memo
Other Document	Attach your full dean-approved narrative job ad
Organizational Chart (Required)	Attach your updated Dept/Prog Organizational Chart