**A&S Full-time Non-Tenure Eligible (NTE) Faculty Advertisement Template**

Instructions: Black text is required language. Please adapt the text indicated in red type to customize your position advertisement and position description. Note that all candidates are asked to include a statement describing previous professional experience or future plans (or both) that demonstrate a commitment to diversity and inclusion.

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

*This text goes in the position description:*

The Department of X at William & Mary, a public university of the Commonwealth of Virginia, invites applications for a one year **2**, non-tenure track [visiting or lecturer] 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: 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 and 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 describing previous professional experience or future plans (or both) that demonstrate a commitment to diversity and inclusion, a statement of teaching interests, and XXX. 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 review date, [indicate a date that is minimum 30 days from date of live posting]. Applications received after the 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** Your authorization memo will indicate which title (Visiting or Lecturer position) you have been approved to recruit.

**2**Depts ***must*** receive Dean approval to advertise an NTE position with contract period of more than one academic year, based on demonstrated need. Lecturer positions (only) may also include the optional sentence in the first paragraph: The appointment may be renewable contingent on a successful performance review, department/program needs, and availability of funds.

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

Notes about the NTE Ad Template:

* Red text should be adapted to the individual position, Black text is the minimum required language.
* Submit Word narrative ad to Kathleen Morgan (kpmorg@wm.edu) to initiate Dean’s Office approval.

About PeopleAdmin:

* 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>
* 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 (that will be assigned a new posn#), with duties and requirements.
* Attach to PD the authorization memo, approved full narrative job ad, and your unit’s org chart.
* 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 directly contact HR faculty recruitment staff to activate the posting.

Advertising:

* For Lecturer positions and per Dept of Labor requirements, the Dean’s Office typically sponsors one online group ad in the Chronicle for Higher Education and Diversity Issues. Other advertising venues selected at the department’s discretion. Advertising can begin as soon as the PeopleAdmin posting goes live.
* For Visiting positions, place the full narrative job advertisement in at least one external online source or listserv (there is no funding from the Dean’s office), pointing to the W&M posting. Advertising can begin as soon as the PeopleAdmin posting goes live.
* All external ads and posts must point applicants to <https://jobs.wm.edu> live posting to apply.