

SAMPLE: (Instructional/Executive) PeopleAdmin Position Description Attributes for Full-time NTE Lecturers vs. Visiting 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

Note: Postdoc and research faculty positions may use many of these attributes where applicable.

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

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	Lecturer of Dept/Program	Visiting Assistant Professor or Visiting Instructor of Dept/Prog
Position Type:	Instructional/Executive	Instructional/Executive
Department:	X Dept - 3K%	X Dept - 3K%
Classification Details		
Role Title	Lecturer/9-Mth [filter to search for "Lecturer"]	Assistant Professor/9-Mth [or Instructor/9-Mth]
Role Code	01011	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.	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	Lecturer of Dept/Program (specialization optional)	Visiting Assistant Professor of Dept/Prog (specialization optional)
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 Dept/Prog of X at William & Mary invites applications for a one-year, full-time, non-tenure-track instructional Lecturer faculty position that will begin August 10, 20xx for the 20xx-xx academic year. We seek an individual with expertise in [XX]. The successful candidate will be expected to be an effective teacher and will have a 3-3 teaching load.	The Dept/Prog of X at William & Mary invites applications for a one-year, full-time, non-tenure-track instructional visiting faculty position that will begin August 10, 20xx for the 20xx-xx academic year. We seek an individual with expertise in [XX]. The successful candidate will be expected to be an effective teacher and will have a 3-3 teaching load.
Required Qualifications	A Masters degree is required. [note: paste job ad requirements approved by Dean's office]	A Masters degree is required. [note: paste job ad requirements approved by Dean's office]
Preferred Qualifications	A Ph.D. [or appropriate terminal degree] or ABD with specialization in X or a related field is preferred at the time appointment begins, August 10, 20xx. [note: paste job ad requirements approved by Dean's office]	A Ph.D. [or appropriate terminal degree] or ABD with specialization in X or a related field is preferred at the time appointment begins, August 10, 20xx. [note: paste job ad requirements approved by Dean's office]
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.	up to 00,000 [Indicate authorized salary. This will not show on the posting, this is for dean/budget confirmation]	up to 00,000 [Indicate authorized salary. This will not show on the posting, this is for dean/budget confirmation]
Funding Source	E&G Funded [or grant-funded where applicable]	E&G Funded [or grant-funded where applicable]
Funding Justification For Position	NTE position funded by Dean A&S. Position authorization attached.	NTE 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 recent NTE & Adjunct Allocation Authorization Memo	Attach recent NTE & Adjunct Allocation Authorization Memo
Organizational Chart (Required)	Attach Updated Dept/Prog Organizational Chart	Attach Updated Dept/Prog Organizational Chart