**A&S Tenure-Eligible (TE) Position 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.

**Assistant Professor of DEPARTMENT (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 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, a statement of research 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].

About the TE Ad Template:

* Red text should be adapted to the individual position; Black text is the minimum required language.
* Submit narrative ad 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.

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 directly HR faculty recruitment staff directly to activate the posting.

Advertising:

* Based on Department of Labor requirements, the Dean’s Office typically sponsors a group ad in the Chronicle for Higher Education and Diversity Issues to include each TE description.
* The full narrative job advertisement should be widely distributed in other external venues at the department’s discretion, funded from the unit’s search allocation budget.
* All external ads and posts must point applicants to <https://jobs.wm.edu> live posting.

Updated August 2022