

FACULTY /LIBRARIAN POSITION ADVERTISING AD TEMPLATE

The purpose of the template is to provide a useful framework for writing an effective position advertisement when hiring new faculty. The objective of the template is to highlight a general format and structure that you can use to fit your particular needs. As a rule of thumb, the full ad should be no longer than 2/3 of an 8 ½” by 11” page.

Section 1.02

Title of Position

- Indicate the rank and discipline being sought. Indicate the terms of employment (i.e., tenure-track with benefits, contractual). Unless otherwise stated, faculty positions are entry-level (instructor or assistant profession rank). Indicate beginning date.

Section 1.03

Key Job Duties

- Indicate the key job duties the candidate will be required to perform. Focus on number and types of classes to be taught, advising responsibilities, research and service requirements, or any essential job function.
 - *Do not attempt to include every conceivable job duty. Do not include, or at least keep to minimum, descriptions of desirable but not essential tasks.*

Section 1.04

Minimum

Qualifications

- Indicate the minimum level of education, training, experience, or other qualifications necessary to be considered for the job (e.g., Ph.D. in the discipline noting any emphasis in specialty areas).
 - *Describing qualifications as “necessary” or “highly desirable” is fine, however, try not to include, or keep to a minimum, descriptions of non-essential qualifications.*

Section 1.05

Salary

Salaries may be described as “competitive and commensurate with experience.” Alternatively, a stated salary range may be listed.

Section 1.06
University

Information about Salisbury

*– choose brief or long form as needed
(data current as of 6/05)*

Section 1.07

Salisbury University is a selective undergraduate institution within the University System of Maryland. The University is close to ocean beaches and the Chesapeake Bay and 2-3 hours from the metropolitan areas of Washington, Baltimore, Philadelphia, and Norfolk.

OR

About the University: Founded in 1925, Salisbury University is one of 13 institutions that compose the University System of Maryland. SU is located on Maryland's scenic Lower Eastern Shore, close to ocean beaches and the Chesapeake Bay, and 2-3 hours from the metropolitan areas of Washington, Baltimore, Philadelphia and Norfolk. SU has been cited nationally as one of the top ten public regional universities in the North according to *U.S. News and World Report*, and also has been recognized by the *Princeton Review* and *Kiplinger's* magazine. With a student population of approximately 6,800, SU has a full-time teaching faculty of 311, an annual operating budget of approximately \$100 million, and annual contract and grants revenues of approximately \$5 million. (Note: This information should be checked with Public Relations before including in advertisement to ensure that the information is up-to-date.)

Section 1.08

Information for Applicants

- Include a statement about when and how to apply. Describe **what** should be sent (e.g., curriculum vitae and three references), **to whom** it should be sent (name and address of search chair and/or the Office of Human Resources), and **when** review of applications will begin and/or a deadline for applications.

Section 1.09
Statement

EEO/Diversity

- All print advertisements should include at a minimum the statement: "SU is an EEO employer and is strongly committed to recruiting and retaining a diverse faculty, staff and student body" where the advertisement includes reference to the SU Human Resources website which contains the complete EEO statement.
- If possible include the full EEO/Diversity Statement in your advertisement: "Salisbury University has a strong institutional commitment to diversity and is an Equal Opportunity/Affirmative Action employer, providing equal employment and educational opportunities to all those qualified, without regard to race, color, religion, national origin, sex, age, marital status, disability, or sexual orientation."