

FACULTY HIRING JOB AD TEMPLATE

October 2021

This template is intended to help streamline the process by giving you some standard language and a clear format for the job ad. You may choose not to use this exact template; however, please pay attention to the suggestions and tips incorporated into this template.

Roughly, the sections of a job ad are:

- I. Title
- II. Qualifications
- III. Position summary
- IV. Information about Department/University
- V. How to apply
- VI. EEO statement

Below are detailed instructions with suggestions for each of these 6 sections of a job ad.

- I. **Title: State the specific job title.** *If the appointment is possible at more than one rank, then all potential ranks should be listed. Note: you will only be able to hire at the rank(s) advertised. Follow with a statement about the department and field/s of the search.*

Examples:

Assistant Professor of _____

LEHIGH UNIVERSITY. The Department of _____ invites applications for a tenure-track faculty position as Assistant Professor of _____, effective _____.

Or

LEHIGH UNIVERSITY. The Department of _____ invites applications for a tenure-track faculty position as Assistant Professor of _____ with a specialization in _____ or _____, effective _____.

- II. **Qualifications:** *Provide applicants with a description of the required (minimum) qualifications. Articulate specifics here. If the search is limited to a subfield (not simply a preferred subfield), you may state that as a qualification here instead of in the first sentence. **Do not make statements like, "We are especially interested in someone with..."** Preferences become requirements when it comes to immigration matters. In addition, overdoing it here with too many qualifications can be an issue when the Department of Labor conducts a prevailing wage analysis if you hire a foreign national.*

Examples:

"Candidates must have an earned PhD in _____ by the date of employment."

Additional sample phrases about qualifications:

Candidates should

- ...possess an earned PhD in _____ or related fields.
- ...have 2 years of experience teaching in a university setting
- ...have experience with remote teaching of large classes
- ...have a record of publication in top tier journals
- ...have a record of securing external funding
- ...have experience teaching graduate level statistics

III. Position summary: *Describe what the person hired will be expected to do. This is a place to convey expectations and to give a flavor of your department. If you have preferences that are not requirements, they can be signaled here (see below for example).*

Example:

“This individual will be expected to teach courses in _____ at the graduate and undergraduate level, engage in scholarly activities, participate in departmental, college, and university service, and contribute to the university’s community outreach efforts.”

Other ideas:

“The successful candidate will join a department with a stellar research reputation that is also known for high quality, engaged teaching.”

The successful candidate will be expected to:

- pursue external funding and support PhD students
- teach courses at all levels of the curriculum related to _____
- Will be expected to support and contribute to the department, college, and university efforts relating to diversity, equity, and inclusion

IV. Information about Lehigh and the department. *We have standard language about the university. This section may also include a marketing statement regarding the specific program or department, or new initiatives at the university that would be of interest to candidates for the specific position, etc.*

Insert language about the department/program/college first

Use this language for the university (must include location):

Founded in 1865, Lehigh University has combined outstanding academic and learning opportunities with leadership in fostering innovative research. Recognized among the nation's highly ranked research universities, Lehigh offers a rigorous academic community for nearly 7,000 students. Lehigh University has some 5,000 undergraduates, 2,000 graduate students, and about 550 full-time faculty members. Lehigh University is located in Bethlehem, PA., a vibrant and historic area. Over 820,000 people live in the Lehigh Valley, which is in close proximity to New York City and Philadelphia.

- V. **How to apply:** *State when applications are due and when review will begin. Point to where applications must be submitted and what must be included. Include contact information for the search committee chair or main point of contact.*

Example:

“Review of Applications will begin _____. For full consideration, applications should be received online by _____. Review of applications will continue until the position is filled. Applicants should submit their materials at _____.”

Candidates should submit the following materials:

- 1) Cover letter,
- 2) Curriculum vitae,
- 3) Research Statement that describes past scholarly contributions and future research directions,
- 4) Teaching Statement that describes instructional philosophy and courses that the candidate would want to teach or develop. Any inquiries regarding this search should be directed to Prof. _____, Chair of the Search Committee at _____@lehigh.edu.”

- VI. **EEO language.** *Include standard university EEO statement here.*

Lehigh University is an affirmative action/equal opportunity employer and does not discriminate on the basis of age, color, disability, gender identity or expression, genetic information, marital or familial status, national or ethnic origin, race, religion, sex, sexual orientation, or veteran status. We are committed to increasing the diversity of the campus community. Lehigh University is committed to a culturally and intellectually diverse academic community and is especially interested in candidates who can contribute, through their research, teaching and/or service, to this mission. Lehigh University is the recipient of an NSF ADVANCE Institutional Transformation award for promoting the careers of women in academic sciences and engineering (<http://www.lehigh.edu/luadvance/>) and is among institutions of higher education recognized for excellence in diversity with the INSIGHT into Diversity HEED Award. Additional information about Lehigh’s commitment to diversity and inclusion is available at <https://diversityandinclusion.lehigh.edu/>. Lehigh University provides competitive salaries and comprehensive benefits, including domestic partner benefits. More information about Work/Life Balance for Faculty can be found at <https://provost.lehigh.edu/work-life-balance>. Lehigh University supports dual career efforts for following spouses/partners of newly hired faculty <https://dualcareer.lehigh.edu/dual-career>