

FACULTY POSITION ANNOUNCEMENT GUIDE WITH FORMAT

Current position announcements are located at the Diversity and Equity website

<http://hr.fullerton.edu/diversity/job-openings/default.asp>.

Copies of approved position announcements from prior years can be requested by calling ext 4065.

Department

Self-explanatory

College

Self-explanatory

Academic Field or Specialization

Identify specific subfield within discipline or general field such as Art History, Operations Management, Screenwriting, Reading Language Arts, Modern Middle Eastern Studies, Criminology & Deviance, Bioinformatics, etc.

Position: Summary of Specialization and Statement of Duties

Utilize descriptive phrases pertaining to responsibilities or task statements such as “teach lower- and upper-division courses”, “conduct research leading to publication”, “coordinate program”, “advise graduate students”, “participate in department and University service”.

At a minimum, the expectations for a faculty should be summarized. Below are examples:

“Positive tenure and promotion decisions require excellent teaching, both in and out of classroom that advances student learning, high quality scholarly and creative activities that foster peer/discipline learning, and participation in service and professional activities that lead to the advancement of the learning community.” Source: UPS 210.00

“Positive tenure and promotion decisions require excellent teaching as well as research, peer-reviewed publication, and participation in the broader disciplinary community.”

“Positive tenure and promotion decisions require excellent teaching, high quality research and participation in the university and professional activities.”

Qualifications

Specify the required education and discipline(s) of the doctorate as well as academic or professional background such as credentials, professional certifications and/or background, licenses, etcetera.

- A Ph.D. in [list discipline or sub-fields] [or related fields] is required by the appointment date.

Specify the minimum required teaching experience with any expectations regarding type of experience i.e.

- One year teaching experience at the postsecondary/ lower/upper division/graduate level courses is required.
- Preference will be given to candidates with a demonstrated excellence in teaching and in research.

List job-related specialized knowledge/skill such as:

- Experience working with specific applications [SSPS, Blackboard, Excel],
- Experience in applying technological innovations to promote classroom learning.
- Ability to interact effectively with a wide and culturally diverse range of students and colleagues.
- Native or near native proficiency in [language X]

Preferences or Desired Qualifications

List identifiable preferences (not required) i.e. experience in teaching, industrial or professional capacities; areas of additional emphases.

Rank and Salary

For tenure track faculty salary information is not provided in the advertisement or web announcement. However, a salary range is listed for Lecturers in the Part-time Pool announcements.

For the campus web announcement the University utilizes the following standard paragraph pertaining to tenure-track faculty rank, salary and benefits:

“This is a tenure-track position at the rank of Assistant Professor. Salary is highly competitive and commensurate with the rank, experience and qualifications. An excellent and comprehensive benefits package is available which includes health, vision and dental plans; spouse, domestic partner and/or dependent fee-waivers; access to the campus child-care; and a defined-benefit retirement plan provided through the state system, along with optional tax-shelter opportunities. For a summary description of benefits, go to:

http://hr.fullerton.edu/payroll_benefits/HealthCareplans.asp”

Positions are typically posted as Assistant Professor (tenure-track) or Lecturer position (non-tenure track). With prior authorization from the Vice President Academic Affairs and the respective College Dean, positions may be posted as Associate Professor, Assistant/Associate/Professor, Professor or Open Rank (tenure-track). In this manner, if a tenure-track quality appointment cannot be made, the assignment can be covered with a full-time Lecturer selected from the applicant pool.

For Lecturer recruitments the expected term should be identifiable when the draft position announcement is submitted to the College Dean and Director of Diversity & Equity Programs.

You should include the expected length of the appointment such as “one semester sabbatical replacement”, one year renewable upon satisfactory performance or “ Full-time lecturer with possibility of renewal or extension.”

Appointment Date

Fall 20XX or specific date that the academic year of commences or pay period begins for non academic year appointments.

Application Procedure

A complete online application must be submitted in order to receive consideration. To apply, please go to: <https://apps.fullerton.edu/facultyrecruitment> to view all job listings or type in **XXXXBR** in the “**Search By Requisition ID Number**” to begin the application process and provide the following materials:

- Letters of interest (relating your experience to the required qualifications)
- Curriculum vitae
- Unofficial graduate transcripts
- Recent publications
- Examples of technology usage in teaching
- Three letters of reference (see instruction below)

On the **References page** of the online application, **enter information and email addresses for three referents who will provide a confidential letter of reference for your application.** They will immediately receive a request via email along with information on uploading the letter. You will be able to verify that each letter has been received by CSUF by logging back in to the recruitment system.

Please direct all questions about the position to: _____, Search Committee Chair at _____fullerton.edu or call (657) 278-xxxx.

Application Deadline Date

Departments may select from the options below:

1. **Hard deadline** - Applications received after this date will not be screened:

“All application materials must be received by [provide specific date].”

2. Early bird gets the worm:

”Review of applications begins immediately. To be assured full consideration, all application materials must be received by [provide specific date].”

3. **Safety net** - a second pool of applications received after the stated date may be considered if the first group of screened applicants are not satisfactory:

“To be assured full consideration, all application materials must be received by [provide specific date]. ”

4. **Open screening** – provides maximum flexibility for department and suggested for disciplines with historically small applicant pools. However it is not recommended for

disciplines which generate +50 applicants. Every application file received must be screened and the continuous screening of files can become very unmanageable:

“Review of applications will begin ... [select one - immediately or enter on a specific date] and will continue until the position is filled.”

Multiple positions may be hired from this recruitment based on the strength of the applicant pool.

Background Check

Employment is contingent upon satisfactory completion of a fingerprint background check.

Child Abuse and Neglect Reporting Act (CANRA) Statement

The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

EEO Statement

For the campus web announcement the University utilizes the following standard statement:

California State University Fullerton celebrates all forms of diversity and is deeply committed to fostering an inclusive environment within which students, staff, administrators and faculty thrive. Individuals interested in advancing the University’s strategic diversity goals are strongly encouraged to apply. EEO employer. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose.

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