ATTACHMENT C

MEMORANDUM

TO: Deans and Department Chairs
FROM: Darrell P. Kruger
             Provost and Executive Vice Chancellor
DATE: September 24, 2018
SUBJECT: Faculty Position Advertisements

Attached is a standard job template for advertising faculty positions. The idea for providing such a template emerged from observations by deans and other administrators that Appalachian’s advertisements have been inconsistent and sometimes inaccurate in their descriptions of the university and of faculty responsibilities. Departments are responsible for including the items listed below, and Dean’s offices are expected to monitor the quality of the ads and the inclusion of the required items.

1. The department or area in which the position is located.
2. The nature of the position (e.g. none-month tenure-track)
3. Proposed rank or range of ranks
4. Beginning date of appointment
5. Minimum qualifications
6. Additional Areas of Interest (No Minimum Level Required)
   *Do not use the word “prefer” or “preferred qualifications”*
7. Essential duties and responsibilities, including duties outside classroom teaching
8. Special Instructions to Applications, including the specific contents of a complete application
9. Person and address to whom the application should be sent (specify whether martials may be submitted electronically)
10. Initial date for review of complete applications

The Description of the University, AA/EEO Statement, Diversity Statement, Background Check Statement, and Eligibility of Employment Statement will now be seated to add consistency to job announcements.