

Sample Print Advertisement for Faculty Positions

The Department of *[insert name]* at Appalachian State University invites applications for a tenure-track nine-month faculty position at the rank of *[insert rank(s)]* beginning *[insert date]*. The requirements for the position are a Ph.D. in *[insert appropriate field(s)]* or a closely related field and *[if applicable, indicate any area of specialization required and minimum number of semesters of teaching experience required]*. Candidates who are ABD will be considered, but the position requires completion of all doctoral requirements in *[insert discipline]* by *[insert date]*. Instructional duties will include *[insert duties]*. Faculty members are expected to maintain an active program of scholarship as well as participate in service activities.

Applicants must send a complete application consisting of *[insert application requirements]* to:

[insert name of search committee chair]

Appalachian State University

Department of *[insert]*

ASU Box *[insert]*

Boone, NC 28608-2115

Electronic applications *[will or will not]* be accepted. *[If electronic applications are acceptable, provide format requirements, e.g., pdf only, and e-mail addresses.]* Review of complete applications will begin on *[insert date]*, and continue until the position is filled.

Any offer of employment to a successful candidate will be conditioned upon the University's receipt of a satisfactory criminal background report.

AA/EEO Employer

For more information, please visit

<http://www.hrs.appstate.edu/employment/epa-jobs/academic-affairs>