**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”*

1. Essential duties and responsibilities, including duties outside classroom teaching
2. Special Instructions to Applications, including the specific contents of a complete application
3. Person and address to whom the application should be sent (specify whether martials may be submitted electronically)
4. 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.

**FACULTY JOB ADVERTISEMENT**

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| **Faculty Rank** | Click or tap here to enter text. |
| **Beginning Date of Appointment** | Click or tap to enter a date. |
| **Position #** | Click or tap here to enter text. |
| **Type of Position** | Choose an item. |
| **Tenure Status** | Choose an item. |
| **Number of Months per Year** | Click or tap here to enter text. |
| **Minimum Qualifications** | Click or tap here to enter text. |
| **Additional Areas of Interest (No Minimum Level Required)** | Click or tap here to enter text. |
| **License/Certification Required** | Click or tap here to enter text. |
| **Essential Duties and Responsibilities** | Click or tap here to enter text. |
| **Special Instructions to Applicants** | Click or tap here to enter text. |
| **Initial Review Date** | Click or tap to enter a date. |
| **Person and address to whom the application should be sent** | Click or tap here to enter text. |
| **Description of the Department or Unit** | Click or tap here to enter text. |
| **Search Committee Chair Name** | Click or tap here to enter text. |
| **Search Committee Chair Email Address** | Click or tap here to enter text. |
| **Seated Disability Statement** | Individuals with disabilities may request accommodations in the application process by contacting Maranda Maxey, Director & ADA/504 Coordinator, at 828-262-3056 or maxeymr@appstate.edu. |
| **Description of the University** | Appalachian State University, in North Carolina’s Blue Ridge Mountains, prepares students to lead purposeful lives as global citizens who understand and engage their responsibilities in creating a sustainable future for all. The transformational Appalachian experience promotes a spirit of inclusion that brings people together in inspiring ways to acquire and create knowledge, to grow holistically, to act with passion and determination, and embrace diversity and difference. As one of 17 campuses in the University of North Carolina system, Appalachian enrolls about 19,000 students, has a low student-to-faculty ratio and offers more than 150 undergraduate and graduate majors. |
| **AA/EEO Statement** | Appalachian State University is an Affirmative Action/Equal Opportunity Employer. The University does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation. |
| **Diversity Statement** | Appalachian State University is committed to developing and allocating resources to the fundamental task of creating a diverse campus culture. We value diversity as the expression of human similarities and differences, as well as the importance of a living and learning environment conducive to knowledge, respect, acceptance, understanding and global awareness. Learn more at http://diversity.appstate.edu. |
| **Background Check Statement** | Any offer of employment to a successful candidate will be conditioned upon the University’s receipt of a satisfactory criminal background report. |
| **Eligibility of Employment** | Proper documentation of identity and eligibility for employment will be required before the hiring process can be completed. |