

COLLEGE OF ARTS & LETTERS PART-TIME FIXED TERM POOL SEARCH DESCRIPTION

Position & Rank (example – Theatre and Dance, assistant professors & instructors)

Department/Unit Name

Search Committee Information

- Search Chair:

- Affirmative Action Advocate:

- Additional Committee Members & Departments (list):

Job Description Posting Snapshot (400 characters)

Job Description Information

The job description should explain that it is for a pool to draw upon for individual courses as needed within those two years. Once that expires, a new pool search for another two years will need to be done.

Summary must include:

- Rank/Title (instructor, assistant professor, specialist, etc)
- Department / Unit Name
- Appointment Basis (i.e., fall/spring only, course-by-course.)
- Starting Date of position (if known)
- Description of responsibilities and duties for part-time pool positions
Responsibilities include teaching undergraduate and graduate courses in Theatre and Dance. Theatre courses include: Acting, Design and Technology, Theatre Studies, and Special Topics in Theatre. Dance courses include: Improvisation, Dance Technique of various styles, Choreography, and Special Topics in Dance.

Sample:

The Department of Theatre at Michigan State University is currently establishing a pool of fixed term assistant professors & instructors. These positions will be filled per course/per

semester, on an as needed basis and may be for a semester or two semesters. Applicants in this pool are reviewed when the program has an immediate need to fill a vacancy as needed within two years to begin as early as August 16, 20XX.

Position Summary:

Qualifications:

Be sure to clearly separate required qualifications, desired qualifications, and areas of specialization, if applicable.

Minimum Qualifications:

Desired Qualifications

Required Application Materials:

Qualified applicants should submit

- a) a cover letter
- b) current curriculum vitae
- c) *any other materials desired by the search committee*
- d) a summary of the candidate's experience with diversity in the classroom and/or in past or planned research endeavors, experience mentoring diverse students or community outreach initiatives, and an explanation of how the candidate will advance our goals of inclusive excellence
- e) the names and email addresses of 3 potential referees.

Special Instructions:

(Please allow 2-3 weeks for approvals of position description before estimated posting date. All positions must be posted for at least two weeks from posting date.)

Review of applications will begin _____ and will continue until the position is filled. Applications must be submitted electronically to the Michigan State University Human Resources website <http://careers.msu.edu> Posting Number XXXXXXXX (*To be assigned by HR when approved and will need to be included in all advertisements*). For more information, contact Chair of the Search Committee at (phone number or email address)

Persons with disabilities have the right to request and receive reasonable accommodation.

CAL Diversity Statement

The College of Arts & Letters recognizes that only an academic and organizational culture, which actively seeks out and strengthens diverse voices and perspectives among its members results in true excellence. We are an equal opportunity / affirmative action employer. The College of Arts & Letters is particularly interested in candidates of all backgrounds who are committed to the principle that intellectual leadership is achieved through open access and pro-active inclusion.

Department Diversity Statement (If you have one.)

Advertising Sources - Automatic Sourcing (paid for by MSU HR)

- Pure Michigan Talent connect – <http://mitalent.org>
- Inside Higher Ed – <http://careers.insidehighered.com/jobs>
- HERC – <https://main.hercjobs.org/jobs>

Paid Sourcing- paid job ads will be purchased by the department office staff. Search budget is \$1,000 in total.

Paid sourcing and cost (if known):

Free Sourcing

Email lists, message boards, etc. List free sourcing:

Be sure to include the MSU Affirmative Action Statement in your advertisements.

MSU is an affirmative action, equal opportunity employer. MSU is committed to achieving excellence through cultural diversity. The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.

Salary Range

To be completed by Department Chairperson and Staffing Coordinator.

For part-time fixed term faculty and academic specialists you should consult the CAL Fixed Term Per Course Hire Rates.

Please see this link for the MSU minimum salary guidelines:

<https://www.hr.msu.edu/ua/recognition/faculty-academic-staff/academic-salary-adjustment.html>

Please see this link for the current UNTF minimum salary guidelines: [Academic Salary Adjustment Guidelines \(msu.edu\)](#)

Department Salary Range

Do you have approval from the Provost & Dean for the search?

12.30.2020