

## COLLEGE OF ARTS & LETTERS FULL-TIME (100% AY/AN) FIXED TERM FACULTY AND ACADEMIC SPECIALISTS SEARCH DESCRIPTION

**Position & Rank (example - Japanese, assistant professor)**

**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**

Summary must include:

- Rank/Title (instructor, assistant professor, specialist, etc)
- Department / Unit Name
- Appointment Basis (academic year or annual year)
- Starting Date of position (if known)
- Description of responsibilities and duties for full-time positions  
Responsibilities for FT faculty must include a statement regarding contributions to the College general education program (e.g. will engage in an active program of teaching (normally, two courses per semester), research and service/outreach, including teaching in the College of Arts & Letters' general education program in the Interdisciplinary Arts and Humanities.")

#### **Sample:**

The Department of Linguistics and Germanic, Slavic, Asian and African Languages at Michigan State University is seeking a full-time instructor or assistant professor of Japanese Language. This is a fixed-term, nine-month, academic year position beginning August 16, 20xx and is renewable contingent upon funding and performance. Rank is determined by highest degree with a Master's degree required for an instructor position and a PhD required for an assistant professor position. All degrees must be confirmed by degree-granting institutions at the time of hire.

The successful candidate engage in an active program of teaching, including teaching six courses each

academic year in the Japanese Program and/or teaching in the College of Arts & Letters' general education program in the Interdisciplinary Arts and Humanities.

**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 full-time fixed term faculty and academic specialists (i.e., all 9-month AY and 12-month AN appointments), the Department Chair/Director should work with their Department or Center/Program Financial Officer and look at the salary cohorts in their departments, in the CAL cohort, in the Big Ten salary cohort, and at other peer institutions, and suggest a salary range to the Office of the Dean for approval. It should be at least the minimum listed in the University minimum salary guidelines.

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 and Dean for this search?**