

COLLEGE OF ARTS & LETTERS TENURE SYSTEM SEARCH DESCRIPTION

Position & Rank (example - Japanese, Assistant Professor)

Department/Unit Name

Search Committee Information

- Search Chair:

- Affirmative Action Advocate:

- Additional Committee Members (list):

Job Description Posting Snapshot (400 characters)

Sample

The Department of Linguistics and Germanic, Slavic, Asian and African Languages at Michigan State University is seeking tenure system assistant professor of Japanese Language. This is a nine-month, academic year position beginning August 16, 2021.

Posting Snapshot

Job Description Information

Summary must include:

- Rank/Title (Assistant Professor, Associate Professor, Professor)
- Department / Unit Name
- Appointment Basis (Academic Year or Annual Year)
- Starting Date of position (if known)
- Description of duties/responsibilities including, responsibilities for TS 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.")

Department/Unit Position Description

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

Minimum Requirements

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 to Applicants

(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 XXXXXXX (To be assigned by HR when approved. For more information, contact _____ Chair of the Search Committee at _____.

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

Additional Instructions:

CAL Diversity Statement (Required)

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

MSU Statement

Michigan State University has been advancing the common good with uncommon will for more than 160 years. One of the top research universities in the world, MSU pushes the boundaries of discovery and forges enduring partnerships to solve the most pressing global challenges while providing life-changing opportunities to a diverse and inclusive academic community through more than 200 programs of study in 17 degree-granting colleges.

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 \$5,000 in total.

List 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 – Department chair/director should look at the salaries in their departments, in the CAL cohort, the AAU salary data, and at other peer institutions, and suggest a salary range to the Dean for approval.

Department Salary Range

Has your search been approved by the Provost and the Dean?

11.22.2020

