## Position & Rank (example - Japanese, assistant professor):

**Department/Unit Name**:

**Search Committee Information (all committees need at least three members including the chair and AAA)**

* 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–three 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, Languages, and Cultures 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 will 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

1. a cover letter
2. current curriculum vitae
3. *any* *other materials desired by the search committee*
4. A 1-page summary of your philosophy of diversity, equity, and inclusion as it pertains to intellectual leadership in the areas of teaching/curriculum development, research/creative activities, service, outreach, advising, and/or administration. The statement should also include an explanation of related past or planned activities/endeavors as well as how the candidate will advance our goals of inclusive excellence. For more about MSU’s DEI efforts, see <https://inclusion.msu.edu/>. For more information about writing diversity statements, see <https://cal.msu.edu/documents/cal-guidelines-for-the-writing-of-diversity-statements/>
5. 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 XXXXXXXXXX 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 XXXXXXXXXX.For more information, contact NAME, Chair of the Search Committee at EMAIL.

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**.** We particularly welcome applications from women, people of color, LGBTQI individuals, and others who are traditionally underrepresented in the academy.

**Department Diversity Statement (if you have one)**

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

* Pure Michigan Talent connect – [http://mitalent.org](http://mitalent.org/)
* HERC – <https://main.hercjobs.org/jobs>
* IHE - [Inside Higher Education](http://careers.insidehighered.com/jobs) and then within IHE they use these third party vendors
	+ Neuvoo
	+ Adzuna
	+ Nexxt
	+ Snagajob
	+ Jobs2careers
	+ Reach
	+ Ziprecruiter
	+ LinkedIn

Here is the listing of the Diversity Network sites affiliated with IHE Diversity package:

* [www.abilitiesinjobs.com](http://www.abilitiesinjobs.com)
* [www.asianinjobs.com](http://www.asianinjobs.com)
* [www.blackinjobs.com](http://www.blackinjobs.com)
* [www.hispanicinjobs.com](http://www.hispanicinjobs.com)
* [www.lgbtqinjobs.com](http://www.lgbtqinjobs.com)
* [www.diversityinjobs.com](http://www.diversityinjobs.com)
* [www.seniorsinjobs.com](http://www.seniorsinjobs.com)
* [www.womeninjobs.com](http://www.womeninjobs.com)
* [www.JOFDAV.com](http://www.JOFDAV.com)
* [www.disabledperson.com](http://www.disabledperson.com)
* <https://www.hispanicjobexchange.com/>
* <https://www.africanamericanjobsearch.com/>
* <https://www.asianjobsearch.com/>
* <https://www.lgbtjobsearch.com/>
* <https://www.disabledjobseekers.com/>
* <https://www.usdiversityjobsearch.com/>
* <https://www.veteranjobcenter.com/>
* <https://www.seniorstowork.com/>
* [www.hireblack.com](http://www.hireblack.com)
* [www.rallypoint.com](http://www.rallypoint.com)

**Paid Sourcing**- paid job ads will be purchased by your HR team member. 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.

### **Recruitment Plan**

### (How do you plan to recruit a diverse applicant pool for this search?)

*For example - Share your posting with a Social Justice Sub-Committee of your national organization or advertise in a journal dedicated to celebrating racial/ethnic equality in your field.*

**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 CAL minimum guidelines sheet updated each October.

Please see this link for the MSU minimum salary guidelines: https:/[/www.hr.msu.edu/ua/recognition/faculty](http://www.hr.msu.edu/ua/recognition/faculty-academic-staff/academic-salary-adjustment.html)-[academic-staff/academic-salary-adjustment.html](http://www.hr.msu.edu/ua/recognition/faculty-academic-staff/academic-salary-adjustment.html)

## Department Salary Range:

**Do you have approval from the Dean for this search?**