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

## 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**

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

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 the department HR 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](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 Melissa Staub for the search?**