

# Administrative Tenure Track Faculty Posting Template

## Posting Details

<b>Academic Home Department:</b>	Name of your Department
<b>Posting Job Title:</b>	<b>Administrative/Distinguished Title</b> (e.g., Chair, Department of ???)
<b>Full Time Faculty Rank:</b>	Professor (Note: multiple possible ranks are acceptable and appear in drop-down; ranks listed in this field should match ranks listed in Posting Job Title.)
<b>Recruitment Type:</b>	Administrative Faculty
<b>Area of Specialty - Discipline:</b>	Teaching Discipline (or To Be Determined)
<b>Administrative/Distinguished Title - Working Title if applicable:</b>	Special Title (e.g., Director of ???) if applicable
<b>Department Mail Drop ID#:</b>	1234
<b>Funding Department Number:</b>	22222
<b>Administrative Home (if applicable):</b>	Department for Administrative Assignment, if applicable (e.g., Academic Affairs)
<b>Position Status:</b>	Regular Faculty
<b>Is this position new or a current position?</b>	New
<b>Name of Faculty Replacing:</b>	New
<b>Questions About Position Opening:</b>	Name, Title College or Department Contact information
<b>Position Qualifications - Responsibilities:</b>	<p>Include the following, at a minimum:</p> <ul style="list-style-type: none"> <li>• Nine-month or twelve-month</li> <li>• Tenure track</li> <li>• Area of specialization (as appropriate)</li> <li>• Administrative expectations</li> <li>• Teaching expectations (may be specific classes or general statement, graduate and/or undergraduate level)</li> <li>• Service (may be specific service expectations or general statement that some service to Dept/College/University/professional community is expected)</li> <li>• Scholarship/Research expectations (may be specific requirements or general statement that some scholarship activities are expected)</li> </ul> <p>Other responsibilities that might be listed:</p> <ul style="list-style-type: none"> <li>• Program development expectations</li> <li>• Recruitment expectations</li> <li>• Dissertation/thesis supervision</li> <li>• Student teaching/clinical supervision</li> <li>• Advising</li> <li>• Working with a diverse community</li> </ul>

	<ul style="list-style-type: none"> <li>Other qualifications desired to be considered as an ideal candidate. (NOTE: We no longer list “preferred” qualifications; however, “ideal” qualifications are acceptable.)</li> </ul> <p>(These responsibilities are the basis of a “job description” for T&amp;P purposes and may be examined by the US Citizenship and Immigration Services).</p>
<b>Required education - experience - skills (minimum qualifications):</b>	<ul style="list-style-type: none"> <li>Minimum degree (e.g., Master’s degree, earned doctorate; if a specific terminal degree such as Ph.D. is listed, then you can only hire someone with that exact degree) or the foreign equivalent is required. Applicants with the equivalent to the minimum degree in training, ability, and/or experience may be considered. Equivalency guidelines provided in the KSU Faculty Handbook.</li> </ul> <p>Other qualifications might include:</p> <ul style="list-style-type: none"> <li>Licenses, certifications, or professional memberships</li> <li>Specific experiences or skills (e.g., prior teaching, familiarity with specific techniques).</li> <li>Evidence of scholarship/creative activities</li> <li>Evidence of teaching and working with a culturally and ethnically diverse community</li> <li>Administrative experiences such as dealing with budgets, hiring, retention, etc.</li> <li>International experience</li> <li>Experience teaching on-line or hybrid</li> <li>Record of past teaching at a particular level (e.g., graduate vs. undergraduate) or area (sub-discipline)</li> <li>Post-doc experience</li> <li>Prior success in obtaining extramural funding</li> <li>Experience in a clinical practice</li> </ul> <p>(Anything you list should be criterion by which candidates will be measured.)</p>
<b>Application Deadline Date:</b>	Must be at least 30 days from date of <i>Chronicle of Higher Education</i> online publication date.
<b>Date Position Available:</b>	7/1/2013 (12-month) or 8/1/2013 (9-month)
<b>KSU Faculty Posting Number:</b>	<i>system generated</i>
<b>USG Applicant Clearing House Position ID:</b>	<i>entered by EEO</i>
<b>Terms of Employment:</b>	12-Month or 9-Month
<b>Contract Type:</b>	Full-time
<b>Tenure Track Status:</b>	Tenure Track
<b>Additional Information for Applicants</b>	If you will have a guaranteed considered deadline, please explain here.
<b>Application Instructions</b>	If you would like official transcripts mailed to the department, please indicate that information plus the department’s mailing address here.
<b>Special Offline Instructions:</b>	n/a

## Budget Position Number for Full-Time Regular and all Temporary Positions

\*Entered by Business Manager

### Posting Detail Information

<b>Committee Chair:</b>	Trained and approved Committee Chairs will appear in dropdown box
<b>Administrative Assistant:</b>	Choose name from dropdown list to give Administrative Assistant access to posting.
<b>Hiring Administrator I</b>	Choose the Not Applicable option.
<b>Hiring Administrator II</b>	Name of hiring supervisor, most commonly the Dean. List multiple people if more than one person can approve. Choose from dropdown list.
<b>Open Date:</b>	1/1/2013 (first date applicants would be able to apply after posting is approved)
<b>Close Date:</b>	Choose Close Date or Open Until Filled. System will automatically remove posting on Close Date. Must occur at least 30 days after posting date.
<b>Open Until Filled:</b>	Choose Close Date or Open Until Filled. If Open Until Filled is selected, posting will remain on website, accepting applications, until manually pulled by HALL.
<b>How do you want AAF to advertise this?</b>	External (must be selected for all Tenure Track Positions)
<b>Will you be posting in any other publications?</b>	Any additional recruitment activities by the department must be listed here, and must actually be advertised. A copy of the advertisement or announcement distributed must be placed in the department's recruitment file. Departments must use the exact national advertisement language when placing their own advertisements for Department of Labor and Affirmative Action purposes.
<b>Kennesaw State University Campus and Location:</b>	Pre-filled.
<b>Departmental/College Overview:</b>	Information about your College and/or Department that you think is important.
<b>EEO Statement:</b>	Pre-filled.

## Applicant Documents

### Required Documents

1. Letter of Application
2. Current Curriculum Vitae
3. Unofficial Transcripts

### Optional Documents

None

## Reference Request Details

<b>Would you like to collect electronic references?</b>	(optional) Settings tab options will over-ride this section.
<b>Minimum Number of References:</b>	(no required minimum per AAF policy) If not accepting online references this should be 0.
<b>Maximum Number of References:</b>	If not accepting online references this should be 0.
<b>Recommendation Cutoff Date:</b>	Last day that reference providers will be able to submit recommendations electronically. Leave blank if posting will be open until filled.
<b>Email Reminder Days:</b>	How often do you want PeopleAdmin system to automatically remind reference providers?
<b>Special Instructions to Reference Provider:</b>	Example: Please provide information on the applicant's teaching and scholarship as it relates to the position for which they are applying.

## Guest User

### Guest User Credentials

- Username: gu0008
- Password: af1234

\*Remember to create the Guest User account for committee members to use.

\*The email function has been disabled.

## Posting Documents

**A short ad MUST be uploaded in the posting documents section.**