



Kutztown University of Pennsylvania

A Member of the State System of Higher Education

Management and APSCUF-KUP agree to implement the faculty position advertisement template and abridged faculty position advertisement template.

Approved:

Linda K. Gubney 5/24/03
for Management, KUP Date

Approved:

Gary Brey 6/04/03
for APSCUF, KUP Date

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5/21/03

Advertisement Template for Faculty Searches

No Header Needed—Inserted Later

Title of Position, e.g., Assistant Professor of Political Science

The Department of _____ invites applications for [Insert type of position, e.g., a tenure-track position; a full-time, one-year temporary position; a part-time temporary position] in [Insert field, e.g., 19th Century American Literature, Invertebrate Biology] beginning in [or, for less than tenure-track positions, “for”] [Insert semester and year, e.g., Fall, 2003, or, for less than tenure-track positions, the term of the appointment, e.g., Spring, 2003, or the 2003-04 academic year]. [Insert requirements for degree and then preferences, if applicable, for degree, e.g., Required: M.A.in XXXXXXXXXX and advanced standing in a doctoral program. Preferred: Ph.D. in XXXXXXXXXX or related field]. [Insert other specialized requirements and/or preferences, as desired, e.g., Pennsylvania Elementary Education Certification required. Experience with pre-K to 3 programs preferred.] Three years [for tenure-track positions] or One year [for full-time and part-time temporary positions] of college-level teaching experience, or equivalent, required. Courses to be taught include _____, _____, and _____. Successful interview and demonstration of relevant ability required. Salary competitive. Send letter of application, vita, transcripts, [Insert any other documentation desired, e.g., statement of teaching philosophy], and three current letters of reference to Dr. John J. Faculty, Department of _____, Kutztown University, Kutztown, PA 19530. [Include E-mail address and FAX number of Search Chair, if desired] [Insert end date for submissions; may be closed, e.g., Applications must be received by December 1, 2002, or open-ended, e.g., Review of applications will begin December 1, 2002, and continue until the position is filled.]

No Footer Needed—Inserted Later

Department Name

Type of Position: Insert type of position, e.g., a tenure-track position; a full-time, one-year temporary position; a part-time temporary position

Field: Insert field, e.g., 19th Century American literature, Invertebrate Biology

Start Date/Period of Employment : Insert semester and year, e.g., Fall, 2003, or, for less than tenure-track positions, the term of the appointment, e.g., Spring, 2003, or the 2003-04 academic year

Requirements/Preferences:

Education: Insert requirements for degree and then desired degree, if applicable, e.g., Required: M.A.in XXXXXXXXXX and A.B.D. standing [or advanced standing] in a doctoral program. Desirable: Ph.D. in XXXXXXXXXX or related field

Other Credentials: Insert other specialized requirements and/or preferences, as desired, e.g., Pennsylvania Elementary Education Certification required. Experience with pre-K to 3 programs preferred

Teaching Experience: Three years of college-level teaching experience, or equivalent, required.

Interview: “Successful interview and demonstration of relevant ability required” Not just,

“Interview required.”

Application: Cover letter or Letter of application; Vita; Transcripts;
Three Letters of Recommendations;

Insert any other documentation desired, e.g., statement of teaching

philosophy

Send To Information: Name of Search Chair, Department, and Address

Review Date: Insert review date for submissions; may be closed, e.g., Applications must be received by December 1, 2002, or open-ended, e.g., Review of applications will begin December 1, 2002, and continue until the position is filled.

Abridged Advertisement Template for Faculty Searches

Kutztown University of Pennsylvania is interested in hiring employees who have extensive experience with diverse populations. The following positions are available:

Title of Position, e.g., Assistant Professor of Political Science

The Department of _____ invites applications for [Insert type of position, e.g. a tenure-track position; a full-time, one-year temporary position; a part-time temporary position] in [Insert field, e.g., 19th Century American Literature, Invertebrate Biology] beginning in [or, for less than tenure-track positions, "for"] [Insert semester and year, e.g., Fall, 2003, or, for less than tenure-track positions, the term of the appointment, e.g., Spring, 2003, or the 2003-04 academic year]. Courses to be taught include _____, _____, and _____.

Salary competitive.

For full description, criteria and complete listing of vacancies, please visit our website at www.kutztown.edu/employment. [Search Chair E-mail and FAX number contact information, if desired] Kutztown University is an AA/EOE member of the PA State System of Higher Education and actively solicits applications from women, veterans, persons with disabilities and minorities.

Department Name

Type of Position: Insert type of position, e.g., a tenure-track position; a full-time, one-year temporary position; a part-time temporary position

Field: Insert field, e.g., 19th Century American Literature, Invertebrate Biology

Start Date/Period of Employment: Insert semester and year, e.g., Fall, 2003, or, for less than tenure-track positions, the term of the appointment, e.g., Spring, 2003, or the 2003-04 academic year