**Job Ad/Position Description**

The Job Ad must include the elements listed below. Once completed, the chair/director submits it to the college with the request for preliminary approval of the position. The college review will be based on the factors listed below.

**Position Summary**

* + - * + Clear description of the type of appointment, as initially approved by the Dean.

Guidelines:

* + Title, rank, length of appointment.
    - If you advertise for a particular rank (e.g., assistant professor), you can only hire candidates at this rank.
    - For added flexibility, all ranks may be considered, but a particular rank may be prioritized.
    - Academic year versus calendar year appointments.
  + Clear and specific description of roles, responsibilities, and expectations.
  + Clear articulation of specialized knowledge, skills, and/or abilities essential to perform job responsibilities.
  + Brief description of the unit and description of how the position is situated in the unit.
  + Expectation for successful candidates to contribute to advancing institutional/unit core values of ethical and academic standards; culture and climate; and conduct and behavior, as described in [MSU´s updated strategic plan](https://strategicplan.msu.edu/).

Example:

“*As part of its land-grant identity, MSU seeks to advance knowledge and transform lives by providing outstanding undergraduate, graduate and professional education; conducting research of the highest caliber; and advancing outreach, engagement and economic activities. We are committed to the highest ethical and academic standards, transparent decision making, and accountable governance. As a community, we commit to live these values.*”

**Unit, College, University Information**

* Enhance the position description with institutional context.

Guidelines:

* + Describe how the position will be situated in the unit/brief description of unit.
  + Describe why a candidate should want to join the unit/college/university.
  + Highlight institutional/unit core values.
  + Consider using relevant boilerplate language, such that used in [MSU´s updated strategic plan](https://strategicplan.msu.edu/).
  + Include relevant websites for more information.

**Required Qualifications and/or Expertise**

* + - * + Clear description of minimum qualifications an applicant must possess to merit consideration for the position (aligned with evaluation criteria).

Guidelines:

Minimum qualifications reflect the **lowest level of acceptable education and/or experience** required of an individual such that the individual reasonably could be expected to satisfactorily perform the duties of the position. They must be relevant, objective, and **verifiable** such as degree, experience, licensure, certifications, other credentials.

* + - Required expertise (specialized knowledge, skills, abilities obtained through qualifications) should be directly relevant to the discipline for this role.
    - Consider what evidence-based documentation will be used to establish that minimum qualifications are met. Include instructions in required application materials.

**Desired Qualifications and/or Expertise**

* Elements that are not required for an applicant to be considered a candidate for the position, but may give them a competitive advantage to perform the job (aligned with evaluation criteria).

Guidelines:

Describe **additional qualifications** (degree, experience, licensure, certifications, other credentials) or expertise (specialized knowledge, skills, abilities) that are **not essential** to perform the job duties but would be **beneficial** for the position.

**Application Materials**

* + - * + Clear and specific description of ***what*** candidates will submit with ***evidence*** of qualifications, skills, and expertise.

Paragraph example:

*Complete applications must include:* ***1)*** *a* ***cover letter*** *summarizing qualifications for the job;* ***2)*** *a* ***curriculum vitae*** *with academic appointments, professional experience, research outputs (funded grants, publications, invited seminars, etc.), teaching experience, and service roles; 3) a X-page* ***research statement*** *describing research accomplishments and future plans for independent research;* ***4)*** *a X-page* ***teaching statement*** *describing instructional experience, pedagogical approaches to instructional excellence, and future interests; and* ***5)*** *contact information for* ***X references****. Successful applicants are expected to summarize their contributions to core institutional values throughout their application materials. Letters of recommendation will only be requested for top applicants.”*

Guidelines:

* + Use familiar names (e.g., cover letter, curriculum vitae, research statement, teaching statement) when requesting application materials to improve accessibility.
  + Materials must provide specific evidence in alignment with the evaluation criteria.
    - Discourage general research and/or teaching statements or philosophies as these tend to be generic and do not provide specific evidence.
    - Be specific. What to do you really hope to learn about a candidate’s approach to research and/or teaching? What specific materials would help you assess that?
    - Don’t collect things that you won’t evaluate.
    - Request contact information for references, not actual letters; ask for letters at a later stage once you have narrowed down the pool of applicants.

**Deadline for receipt of applications**

* + - * + Clear and specific description of ***when*** candidates will submit the application materials for full consideration.

Paragraph example:

*Complete applications must be received preferably by [deadline] to receive full consideration. Late submissions will be considered if suitable candidates are not identified by the deadline.*

Guidelines:

* The stated deadline for the receipt of applications must be strictly followed.
* Adding “preferably” allows for flexibility in posting.
* The “late submissions…” statement gives additional flexibility.

**Contact information**

* + - * + Name, address, and telephone number of contact person at Michigan State University (usually the chair of the search committee).

**MSU Statement**

* Added by HR – DO NOT MODIFY

*MSU is committed to providing a work environment that supports employees' work and personal life and offers employment assistance to the spouse or partner of candidates for faculty and academic staff positions.*