**Position/Advertisement Data Information Sheet**

To prevent delays in processing, please complete ***all*** fields.

|  |  |
| --- | --- |
| Internal Posting Only? | Choose an item. |
| Primary Organizational Unit |  |
| Secondary Organizational Unit |  |
| Other Organizational Unit |  |
| Job (Position/Rank) [rank required] |  |
| Position Title |  |
| AN or AY appointment? | Choose an item. |
| Full-Time Equivalent Salary Range is |  |
| Employee % |  |
| Account (Fund)  |  | Percentage |  |
| Account (Fund) |  | Percentage |  |
| Account (Fund) |  | Percentage |  |
| Posting Begin Date |  |
| Closing Date (min 2 weeks; maximum 6 months) |  |
| Salary statement to be included with posting (if any) |  |
| Full time equivalent salary/salary range | Choose an item. |
| Salary and rank commensurate with experience | Choose an item. |
| Unit website |  |
| Letter of Interest | Choose an item. |
| Curriculum Vitae | Choose an item. |
| Teaching Philosophy | Choose an item. |
| Research Interests | Choose an item. |
| Research Funding | Choose an item. |
| Work/Writing Sample | Choose an item. |
| Other | Choose an item. |
| Number of Required Reference Letters | Choose an item. |
| If additional information is helpful for the applicant, enter in “special instructions” section below. |
| Degree Requirements (check those that apply) |  |
|  | Ph.D. in [enter field] |  |
|  | Master’s in [enter field] |  |
|  | Master’s degree; doctorate preferred [enter field] |  |
|  | Bachelors [enter field] |  |
|  | License [enter license required] |  |
|  | Other |  |
| Dissertation/Publication Requirements |  |
|  | Dissertation and/or Publication in [enter field] |  |
|  | Not Required |  |
|  **Search Committee** |
| Name | Title | Email Address |
| , Chair |  |  |
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| **Affirmative Action Advocate** |
| Name | Title | Email Address |
|  |  |  |
| **Staffing Coordinator** [Usually unit HR staff member. Has access to applications/supporting documents on “MSU jobs” website where applicants apply. Guests can be added (e.g. chairs of search committees) so they also have access to materials.]  |
| Name | Title | Email Address |
|  |  |  |
| Will duties of this position involve exposure to health risks?If so, complete the Exposure to Health Risks Form. | Choose an item. |
| Assigned Duties |  |
| Qualifications Other than degree |  |
| Special Instructions to applicant. |  |
| For more information, contact … |  |
| Send supplemental applicant information to … |  |
|  |  |
| List the publications in which you will be advertising the position. |  |
| List criteria by which you will review applicants. Submitting a separate document (e.g. a draft of the candidate evaluation form) will suffice.  |  |

Your approval confirms the accuracy and consistency of the posting text, and that the following statements are true:

1. Position description and qualifications are consistent with applicable guidelines, degree requirements, etc.
2. Recurring salary funds are available within the college/department/school continuing base budget.
3. Space is available in the college/department/school for the position.

Revised: June 2022