**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