Faculty Searches 2017-2018

Tenure System, Academic Specialists and Fixed Term Faculty
# TABLE OF CONTENTS

Criteria .................................................................................................................................................................. 3
Timeline & Checklist ............................................................................................................................................. 3
  Winter/Spring ................................................................................................................................................... 3
  Summer ............................................................................................................................................................ 4
  Tenure Search Expenses ............................................................................................................................. 4
  Fixed Term Search Expenses ...................................................................................................................... 4
  Affirmative Action Advocate Training (OIII) ................................................................................................. 4
  Contacting CAL Technology Office for New Faculty Computer ............................................................. 10

Summer and Early Fall .................................................................................................................................... 5
  Starting the Search Process ........................................................................................................................ 5
  Meeting with Faculty Excellence Advocate (FEA) at First Search Committee Meeting (TS only) .......... 5

Position Description ........................................................................................................................... 12-13
  What Information to Include in the Position Description ................................................................ 12-13
    Sample of Fixed Term Position Description ....................................................................................... 14-15
    Sample of Tenure System Position Description .................................................................................. 15-16
  Determining the Salary Range .............................................................................................................. 5
  Description Approval ............................................................................................................................... 5
  Academic Position Request and Attachments ....................................................................................... 5
  ARO Guidelines ................................................................................................................................ 5,14

Fixed Term Search Procedures ........................................................................................................................... 5-7
  Time to Screen Applicants ........................................................................................................................ 5
  Formal Interview Information .................................................................................................................. 6
  After the Final Candidate is Determined ................................................................................................ 7
    Fixed Term Letter of Offer Template link ........................................................................................... 7
  After the Final Candidate Has Been Approved ................................................................................... 7
  After the Candidate Accepts the Position .............................................................................................. 7

Tenure System Search Procedures .................................................................................................................. 7-10
  Time to Screen Applicants ....................................................................................................................... 7-8
  Formal Interview Information .................................................................................................................. 8-9
  After the Finalist List Has Been Approved ........................................................................................... 9
  After the Final Candidate is Determined ............................................................................................... 9
    Letter of Offer ...................................................................................................................................... 11
    Sample Tenure System Letter of Offer Link ......................................................................................... 11
    College checklist ................................................................................................................................. 11
    Special Situation Language for Letter of Offer ................................................................................ 12
  After the Final Candidate Has Been Approved ................................................................................... 10
  After the Candidate Accepts the Position .............................................................................................. 10
FACULTY AND ACADEMIC STAFF SEARCHES IN ARTS & LETTERS 2017-2018

Criteria

Any new hire, and therefore any position request, must be justifiable under one or more of the following categories:

1. It is necessary to maintain program integrity.
2. It responds to large student demand.
3. It fits well with future directions of the profession.
4. It fits well with strategic directions of the unit.
5. It builds on an area of demonstrable strength.

Among those position requests that meet one or more of these minimum requirements, highest priority will be given to those that meet one or more of the following criteria:

1. It protects a unit that has recommended and undergone a tenure denial.
2. It protects a unit that resisted filling an approved position in a previous year because of an insufficiently qualified pool.
3. It responds to a College-wide or cross-college initiative.
4. It takes advantage of a funding opportunity from outside the College.

Your search may proceed through several stages, but all candidates in the pool at each stage must receive the same treatment and opportunity to compete for the position. Thus, for example, you may not require that a subset of candidates travel to a national professional convention for further screening with the search committee in order to be considered for the position. Further screening of the subset may occur at a professional meeting, but other qualified candidates in the subset may not be excluded from consideration if they are not in attendance and must be given similar opportunities to reach the next stage of the search.

The following timeline and procedures contain guidance for the College of Arts & Letters hiring procedures.

These procedures should be followed for all positions that are posted and where an open search is undertaken.

TIMELINE/CHECKLIST

WINTER/SPRING

1. Submit requests with justification to the Dean as part of the unit APP&R (see criteria above). A draft position description should be part of the request.
SUMMER

2. Dean informs units if positions and searches have been approved. Your Dean’s Office contact from this point on is generally Dawn Lehman.

3. Search Expenses for Tenure System and Fixed Term Searches

Tenure system search expenses are a maximum of $5,000 (Contact Ken Desloover if additional funding is needed).

It is expected that three finalists will be brought in for on-campus interviews. Exceptions can be made for unusual situations with prior approval from the Dean’s Office. Allowable expenses that can be covered by the College funding include:

- Advertising
- Direct candidate expenses (airfare or other travel, lodging and meal expense); to contain costs, meal expense reimbursements should be used for Chairperson and/or department faculty to accompany the candidate to a breakfast, lunch or dinner (with a recommended maximum of up to five faculty at a meal, including the chairperson; no alcohol charges or spouse reimbursements will be accepted).

Other expenses allowable by MSU policy beyond that covered by the College maximum of $5,000 funding may be borne by the unit, including search committee member’s travel to conventions, additional faculty attendance at a meal with the candidate, or reception costs.

Once all search expenses have been accumulated on the department account, the unit should contact the Dean’s Business Office to arrange for review of the expenses to be paid by the College. The department should make a complete copy of the backup to the search expenses for review by the Business Office. The appropriate reimbursement to the department will then be determined and a budget reallocation initiated.

In the case of faculty searches conducted jointly with other colleges, the Dean may approve additional allowable expenses. Please feel free to contact the Dean’s Business Office, if you have unusual cases or requests.

Please follow the MSU MANUAL OF BUSINESS PROCEDURES for appropriate expenses http://ctlr.msu.edu/combp/.

Fixed term search allocation of $1000 (Contact Ken Desloover if additional funding is needed).

This can be used for advertising. It is expected that departments will provide a match. Additional amounts may be authorized based on documented need. If bringing finalists to campus for formal interview, the department will pay the expenses.

AFFIRMATIVE ACTION ADVOCATE TRAINING (OIII)

Please contact Paulette Granberry Russell in the Office of Inclusion and Intercultural Initiatives.
SUMMER AND EARLY FALL

4. Starting the search process

TENURE SYSTEM ONLY - Meeting with Faculty Excellence Advocate (FEA) at First Search Committee Meeting

The FEA Amy DeRogatis must be included in the first meeting of the search committee where she will give a presentation on best practices in writing a job description and conducting a search as well as an overview of her role in the search process. She also needs to be included in the campus visit agenda for all on-campus interviews. This needs to be an individual meeting with each candidate in a separate space reserved for this purpose.

Description Approval

Send the following to Dawn Lehman, lehman@msu.edu:

1) Position description (See page 12 & 13 for info needed in the position description)
2) Specialist Position Description form (if needed)
   https://www.hr.msu.edu/uaforms/documents/SpecPositDesc.pdf
3) Determining salary range – department chair/director should look at the salaries in their departments, in the CAL cohort and at other peer institutions, and suggest a salary range for the Dean for approval.

Academic Position Request - When the description has been approved by the associate dean you will be notified by the Dean’s Office. You will then complete the Academic Position Request form in EBS for approval of chair/director, Dean and Academic Human Resources.

Attach to EBS form:

1) Position description (in Word document)
2) Specialist Position Description form (if needed).
3) Any special permission given to you by the Provost.

Please list Dawn Lehman as a staffing coordinator backup.

IMPORTANT NOTICE

You may not advertise the position until posting has been approved by the Provost. You will be informed of the approval via email from Careers@hr.msu.edu.

Please see the ARO Staffing Coordinator Guidelines for more details on each step of the search process. https://hr.msu.edu/aro/Training-Education.html

FIXED TERM SEARCH PROCEDURES

5. Time to screen applicants

Assemble adequate pool of candidates, proceed through preliminary screening, and select a final list of candidates for "interviews."
* Check the diversity of the pool. The gender and race/ethnicity of all applicants may not be known, but if affirmative efforts have been made the search committee will be able to identify some race/ethnicity in a good-faith manner from personal contacts, networking, source of applicants, membership in professional associations, etc. If underutilized groups are not represented in the applicant pool in proportion to availability, revisit the search plan and make additional efforts to create a diverse pool.

__________ 6. Formal interview information

Step 1: In the ARO system
Identify the interview list by placing the appropriate candidates for interview in one of the following application statuses:
- Interview Recommendation – Onsite
- Interview Recommendation – Alternate

Step 2:
The applicant pool and interview list must be approved prior to scheduling and conducting formal interviews. Approval must be obtained by the Chairperson/Department Head, Dean designate, College FEA (when needed), Compliance Panel (I3)

Please provide the Dean’s Office with the following information:
The chair/director will need to send an email to Sonja Fritzsche, fritzsc9@msu.edu and Dawn Lehman, lehman@msu.edu with the following information:

1. posting number
2. total number of applicants
3. number of males/females
4. *ethnic ID and justification for your decision on selecting these applicants for your phone/skype interviews; if there is not diversity in the phone/skype pool, gender or otherwise, justification will be needed
5. Academic Final Interview List Approval Form. The Academic Final Interview List Approval Form does accommodate electronic signatures. Send with chair’s/director’s approval, Dawn will get Associate Dean and FEA approval (when needed).

Note: This form is provided when changing the applicants into the Interview Recommendation statuses.

Once signatures have been obtained, upload the signed form in Manage jobs, Edit to the Documents tab of the Job Card.

1. On the Job Card, click on the Documents tab.
2. From the Select drop-down menu, choose Document from a file
3. The Upload a new document window will display.
   a. Click the Upload file button to upload the signed form.
   b. Ensure that the selected document category is Interview Approvals.
   c. Enter a Title for the document
   d. Click the Save and close button
Step 3:
Send the interview list to Compliance Panel (I3) for approval:

1. Use Bulk move to change all applicants in an Interview Recommendation status to the Interview List Sent to Compliance Panel (Compliance Panel Review) application status. Click Next.
2. On the following page, update the job status from Interview to Compliance Review by clicking on the Yes button.
3. Click the Move now button.

Once the interview list has been approved by I3:
- The staffing coordinators will be notified via email that I3 has approved the interview list and they may proceed with scheduling and conducting interviews.
- The applicants on the interview list will be in the Interview Approved by Compliance Panel application status.
- The job status will be Interview.

You may not conduct formal interviews until the Affirmative Action Officer (OIII) approves the formal interview list. You will be notified via email.

7. After the final candidate is determined.

The chair/director will provide via email to Dr. Fritzsche (please copy Dawn Lehman)

a) the report of the search committee with signature of the chairperson of the committee on the report,
b) your recommendation as chair/director, and
c) a draft letter of offer.

The Dean reviews the materials and you will notified via email of any changes that need to be made.

Fixed Term Letter of Offer Template:
https://www.hr.msu.edu/ua/hiring/faculty-academic-staff/

8. After the final candidate has been approved

Once you have Dr. Fritzsche’s approval, you may contact the candidate, make a verbal “offer,” and negotiate terms of the appointment. For approval of any changes from conditions outlined in your draft letter, consult with Dr. Fritzsche. Send official written letter of offer to candidate giving at least two weeks from receipt of letter reply.

9. After the candidate accepts the position

Once you have received a letter from the candidate accepting the position, and the HireRight has come back with satisfactory results, complete the appointment paperwork in EBS.

Please send final version of the letter of offer to Dawn Lehman.

If you have questions at any time, be sure to contact Dawn Lehman. Proper and timely completion of the appointment process is one of our highest priorities.

TENURE SYSTEM SEARCHES PROCEDURES

5. Time to Screen Applicants
Assemble adequate pool of candidates, proceed through preliminary screening, and select a final list of candidates for "interviews."

* Check the diversity of the pool against the availability data shown in the Academic Hiring Availability Data & Recruitment Activities form. The gender and race/ethnicity of all applicants may not be known, but if affirmative efforts have been made the search committee will be able to identify some race/ethnicity in a good-faith manner from personal contacts, networking, source of applicants, membership in professional associations, etc. If underutilized groups are not represented in the applicant pool in proportion to availability, revisit the search plan and make additional efforts to create a diverse pool.

Formal Interview Information

Step 1: In the ARO system
Identify the interview list by placing the appropriate candidates for interview in one of the following application statuses:
- Interview Recommendation – Onsite
- Interview Recommendation – Alternate

Step 2:
The applicant pool and interview list must be approved prior to scheduling and conducting formal interviews. Approval must be obtained by the Chairperson/Department Head, Dean designate, FEA approval (when needed), Compliance Panel (I3).

Please provide the Dean’s Office with the following information:

The chair/director will need to send an email to Sonja Fritzsche, fritzsc9@msu.edu and copy Dawn Lehman, lehman@msu.edu with the following information:

1. posting number
2. total number of applicants
3. number of males/females
4. *ethnic ID and justification for your decision on selecting these applicants for your phone/skype interviews; if there is not diversity in the phone/skype pool, gender or otherwise, justification will be needed.
5. Academic Final Interview List Approval Form. The academic Final Interview List Approval Form does accommodate electronic signatures. Send with chair’s/director’s approval, Dawn will get Associate Dean and FEA approval (when needed).

Note: This form is provided when changing the applicants into the Interview Recommendation statuses.

Once signatures have been obtained, upload the signed form in manage jobs to the Documents tab of the Job Card.

1. On the Job Card, click on the Documents tab.
2. From the Select drop-down menu, choose Document from a file
3. The Upload a new document window will display.
   a. Click the Upload file button to upload the signed form.
   b. Ensure that the selected document category is Interview Approvals.
Step 3:
Send the interview list to Compliance Panel (I3) for approval:

1. Use Bulk move to change all applicants in an Interview Recommendation status to the Interview List Sent to Compliance Panel (Compliance Panel Review) application status.
   Click Next.
2. On the following page, update the job status from Interview to Compliance Review by clicking on the Yes button.
3. Click the Move now button.

Once the interview list has been approved by I3:
- The staffing coordinators will be notified via email that I3 has approved the interview list and they may proceed with scheduling and conducting interviews.
- The applicants on the interview list will be in the Interview Approved by Compliance Panel application status.
- The job status will be Interview.

You may not invite the finalists to campus or conduct formal interviews until the Affirmative Action Officer (OIII) approves the formal interview list. You will be notified via email.

TENURE SYSTEM: With the exception of special circumstances, only 3 finalists are invited without approval of the Dean. If you are recommending more than 3, the chair/director will need to include in the email detailed rationale explaining why an additional finalist is necessary. Please send to Dr. Fritzsche and copy Dawn Lehman.

7. After the finalist list has been approved. Call the Dean’s Administrative Assistant to schedule interviews with candidates coming to campus, 355-4597. Make sure also to include the FEA in the interview agenda as notes above. Provide their campus visit schedule and curriculum vitae at least 3 business days before they arrive.

8. After the final candidate is determined.

The chair/director will provide Dr. Fritzsche (please copy Dawn Lehman)

a) the report of the search committee with signature of the chairperson of the committee on the report,

b) your recommendation as chair/director, and a draft letter of offer.

c) a draft letter of offer (For TS letter of offer template and a checklist of points to be covered in the letter of offer, see below.)

The Dean reviews the materials and you will be notified if any changes that need to be made.

Optional: Before writing a draft letter of offer, request approval from Dr. Fritzsche to inform the first choice candidate that an appointment recommendation is being forwarded to the Dean; begin discussing salary, computing needs, etc. with candidate. IT IS IMPORTANT NOT TO "MAKE AN OFFER" AT THIS TIME, BUT ONLY TO INDICATE THAT A RECOMMENDATION IS BEING FORWARDED.
9. **After the final candidate has been approved**

Once you have the Dean's approval, you may contact the candidate, make a verbal "offer," and negotiate terms of the appointment. For approval of any changes from conditions outlined in your draft letter, consult with Dr. Fritzsche. Send official written letter of offer (or email) to candidate giving at least two weeks from receipt of letter to reply.

10. **After the candidate accepts the position**

Once you have received a letter from the candidate accepting the position, and the HireRight has come back with satisfactory results, complete the Appointment paperwork.

**Please send final version of the letter of offer to Dawn Lehman.**

If you have questions at any time, be sure to contact Dawn Lehman. Proper and timely completion of the appointment process is one of our highest priorities.

**CONTACTING CAL TECHNOLOGY OFFICE FOR NEW FACULTY COMPUTER**

Once an offer has been made and accepted, please contact Russell Werner, wernerru@msu.edu and let him know the name of the new faculty member, their email, start date, and if they're fixed term, academic specialist or tenure system. He will also need to know if they had anything extra in their offer letter that they are expecting as far as their computer and the technology and who will be funding it.

---

**PROCEDURES FOR GRANTING TENURE TO ASSOCIATE PROFESSORS AND PROFESSORS**

Departments making a senior hire at the associate or full professor level should provide the materials below:

1. Letter from chair and/or dean justifying the recommendation for an appointment with tenure as an Associate or full professor (similar to the justification that chairs write as a part of the promotion and tenure packet).

2. CV

*The wording “Letter from chair and/or dean" is university language that accommodates the smaller colleges in which there are no departments. Letters from the department chair are required in CAL. The Dean will write a recommendation based on the chair’s letter.*

3. Three letters of reference, which serve as a proxy for the external review letters that would be a part of the packet in RPT cases.

4. Confirmation of support from the unit and/or college RPT committee.

The chairperson of the department will then forward the support to the Dean (please copy Dr. Fritzsche & Dawn Lehman).

5. Dr. Fritzsche will send to the Provost’s office for Approval.

6. We will contact the department when the Provost’s office approves.

7. Please attach the approval to the hiring form when it is processed.
College Checklist of Issues to be Covered in all Offer Letters Tenure System

Below is “Sample Tenure System Faculty Offer Letter” from Academic Human Resources which has all of the language needed in a letter of offer for a tenure system position, and below are the College requirements that will need to be included.
https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/affirmative-action/sample_offer_letter.html

Be sure to include all attachments A-E with the letter of offer. Section E should be sent to ora@ora.msu.edu if they are participating in research in any of the categories.

LANGUAGE FOR THE TENURE SYSTEM LETTER OF OFFER:

Startup Package

As further evidence of our interest in you and our commitment to your success as a faculty member at Michigan State University, we will provide you with startup funding. The startup package, typically made available in three annual installments, includes the following items:

- We will provide you with startup funding of $20,000. The startup funds may be used for reimbursement of moving expenses (this portion is capped at $10,000 and portions of this count as income for tax purposes), professional travel, summer salary, research assistants, book subventions, or other professional expenses. This startup package is being funded by contributions from your department, College of Arts & Letters, the Office of the Provost, and the Office of the Vice President for Research and Graduate Studies. The startup package must be used within the first 5 years of your appointment. See Attachment B for additional detail regarding moving expenses.

- One semester’s leave from teaching within the first four years prior to tenure (the timing of which is arranged by mutual agreement with the Department Chair).

- Instructional responsibilities (general area; since specific assignments and the average number of courses taught per semester may change, any information given in this regard should be stated as the candidate’s initial assignment).

- Other responsibilities (outreach, service, committee work, department “citizenship”).

- General Education: all tenure and continuing system faculty will be expected to contribute in some way and at some time to the general education mission of the College; for some faculty this opportunity will be an instructional or research assignment to CISAH; for others, an assignment to writing courses; others may participate in outreach programs that serve general education objectives; this expectation will be more explicit for some new faculty than for others. What will their specific responsibilities in Arts & Letters be?

- Explanation of the probationary period and the criteria for the award of tenure or continuing status; cite relevant dept, college, and university documents.

- Computer language: “You will be provided with the standard computer package for new faculty for your office”.

- Should the new faculty require additional or specialized equipment, for academic purposes, you should contact the dean’s office and/or the network administrator for assistance. For most
purposes, it is recommended that the standard computer package be modified, rather than a completely separate model chosen. This is for several reasons: first the upfront costs are lower, the maintenance costs are much lower, and the resulting equipment will suit the need in almost all cases.

**Important information for special situations to be included in a letter of offer**

Essential Components for All Letters of Offer

https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/affirmative-action/offer_letter_components.html

Essential Components for Special Situations

https://hr.msu.edu/policies-procedures/faculty-academic-staff/affirmative-action/essential_special.html

**WHAT TO INCLUDE IN THE POSITION DESCRIPTION – See FT and TS Templates below:**

A specific and concrete position description will have several beneficial effects: it forces the search committee to focus on exactly what it desires in a candidate and to articulate its expectations; it provides guidelines by which applicants will be evaluated; and it encourages a self-selection process among potential applicants by allowing them to screen themselves for consideration. A well-conceived and well-written position description will also aid the search committee at the interview stage. Since interview questions must be job-related they should flow from the elements of the position description.

**While position descriptions may vary widely, descriptions of academic positions which are submitted as part of the position approval process must include the following elements:**

- **rank and/or title:**
  - *Fixed Term* (assistant instructor, instructor, assistant professor, and specialist). You may wish to remain flexible on rank; e.g., “instructor or assistant professor”.
  - *Tenure system* (assistant professor). You may wish to remain flexible on the rank; e.g., "assistant or associate professor”.

- **department/unit;**
  - For an administrative or supervisory position, the office or individual to whom that position reports should be included.

- **appointment basis;** i.e., academic year or annual year.

- **appointment status;**
  - e.g., tenure system, fixed term, continuing system appointment, etc

- **include starting date of position** (if known).

- **description responsibilities and duties**
  - Responsibilities for TS faculty must include a statement regarding contributions to the College general education program (e.g. will engage in an active program of teaching (normally, two courses per semester), research and service, including teaching in the College of Arts and Letters’ general education program in the Interdisciplinary Arts and Humanities.”)

- **specific qualifications such as degree, license and experience requirements;**
Be sure to clearly separate required qualifications, desired qualifications, and areas of specialization if applicable.

- *Optional – fixed term appointments. The initial appointment will be for one year and has the potential for annual renewal based on performance and availability of funding. Specialized positions may receive special approval for appointment of more than one year.

- **special instructions to applicants:**
  Review of applications will begin xxxx, xx, 201X and will continue until the position is filled (or you can have a specific closing date). Applications must be submitted electronically to the Michigan State University Human Resources web site http://careers.msu.edu/. Qualified applicants should submit a) a cover letter b) current curriculum vitae c) a statement of teaching / research philosophy that highlights your alignment with some of our desired qualifications d) a summary of your experience with diversity in the classroom and/or in your past or planned research endeavors, any experience mentoring diverse students or community outreach initiatives, and an explanation of how you will advance our goals of inclusive excellence and the names and e) email addresses of 3 potential referees.

  - For more information, contact Chair of the Search Committee, Department of XXX, email address or phone number.

  - Persons with disabilities have the right to request and receive reasonable accommodation.

**CAL Diversity language in description:**

The College of Arts & Letters recognizes that only an academic and organizational culture, which actively seeks out and strengthens diverse voices and perspectives among its members, results in true excellence. We are an equal opportunity / affirmative action employer. The College of Arts & Letters is particularly interested in candidates of all backgrounds who are committed to the principle that intellectual leadership is achieved through open access and pro-active inclusion.

Plus the department language if you so choose - The Department has a strong institutional commitment to diversity in all areas and encourages candidates from underrepresented groups. We favor candidates who can contribute to the College of Arts & Letters’ distinctive educational objectives, which promote interdisciplinary perspectives, intercultural understanding, and values diversity and inclusion as essential to achieving excellence.

**MSU Affirmative Action Statement**

*MSU is an affirmative action, equal opportunity employer. MSU is committed to achieving excellence through cultural diversity. The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.*

**HELPFUL INFORMATION**

The Faculty Search Toolkit – a Resource for Search Committees, Administrators and Staff.

http://www.adapp-advance.msu.edu/files_adapp-advance/content/FacultySearchToolkitFall2013.PDF
Sample of Fixed Term Description

The Department of English at Michigan State University is seeking a full-time **assistant professor** beginning **August 16, 201X**. **This is an academic year (9 month), fixed-term appointment and potential for annual renewal based on performance and availability of funding.**

**Assigned Duties:**

**Example:** Duties will include teaching five courses and participating in advising students on research projects as appropriate. A demonstrated record of excellence in teaching and in research is preferred.

**CAL diversity language in the description.**

The College of Arts & Letters recognizes that only an academic and organizational culture, which actively seeks out and strengthens diverse voices and perspectives among its members, results in true excellence. We are an equal opportunity / affirmative action employer. The College of Arts & Letters is particularly interested in candidates of all backgrounds who are committed to the principle that intellectual leadership is achieved through open access and pro-active inclusion.

**Plus the department language if you so choose** - The Department has a strong institutional commitment to diversity in all areas and encourages candidates from underrepresented groups. We favor candidates who can contribute to the College of Arts & Letters’ distinctive educational objectives, which promote interdisciplinary perspectives, intercultural understanding, and values diversity and inclusion as essential to achieving excellence.

For more information about the Department of XXX, please visit our website at www.XXX.

**Requirements/Qualifications other than degree:**

**Example:** MFA (or the equivalent professional experience), professional affiliations and teaching experience preferred. A working knowledge of the field of costume design, technology and affiliated areas of expertise. A commitment to the collaborative process and to excellence in theatre education within a Liberal Arts setting are essential.
Minimum Requirements

Desired Qualifications

**Special Instructions to Applicants:**

Review of applications will begin xxx, 201X and will continue until the position is filled (or you can have a specific closing date). Applications must be submitted electronically to the Michigan State University Human Resources web site http://careers.msu.edu/. Posting # XXXX (for posting outside MSU job website). Qualified applicants should submit a) a cover letter b) current curriculum vitae c) a statement of teaching / research philosophy that highlights your alignment with some of our desired qualifications d) a summary of your experience with diversity in the classroom and/or in your past or planned research endeavors, any experience mentoring diverse students or community outreach initiatives, and an explanation of how you will advance our goals of inclusive excellence and the names and e) email addresses of 3 potential referees.

**For more information contact Chair of the Search Committee, Department of XXX, email address.**

**Persons with disabilities have the right to request and receive reasonable accommodation.**

**MSU is an affirmative action, equal opportunity employer. MSU is committed to achieving excellence through cultural diversity. The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.**

OPTIONAL: The statement, “Applicants who are not U.S. citizens or permanent residents must provide documentation evidencing employment authorization in the United States.”

**REQUIRED INFORMATION**

Sample of Tenure-System Position Description

The English Department at Michigan State University invites applications for a tenure-system position at the **rank of Assistant Professor in Medieval Studies with cross-field strengths in Early Modern Studies.** The successful candidate will be appointed on **an academic year basis and will engage in an active program of teaching (normally, two courses per semester), research and service, including teaching in the College of Arts and Letters’ general education program in the Interdisciplinary Arts and Humanities.**

**Requirements/Qualifications other than degree:**

The Ph.D. completed and in hand by the appointment date of **August 16, 201X**, with specialization in Medieval literature and culture and with research and teaching interests that will connect in dynamic ways with departmental strengths in early modern Studies, which include trans-cultural and global studies, postcolonial studies, visual culture, and digital humanities. Candidates must show promise of strong scholarship and publication, a commitment to excellence in teaching, and the desire to work collaboratively with faculty in Early Modern studies and in wider ranging fields within the department and the College of Arts & Letters.
Minimum Requirements

**Desired qualifications include an engagement with trans-cultural and comparative perspectives; non-European traditions as well as English/Continental interactions and exchanges such as European-Islamic encounters, translation theories and practices; and global Medievalisms. Interest and experience in collaborative and innovative/active learning teaching models and in team-teaching are also highly desired.

**Diversity Language in the description.

The College of Arts & Letters recognizes that only an academic and organizational culture, which actively seeks out and strengthens diverse voices and perspectives among its members, results in true excellence. We are an equal opportunity / affirmative action employer. The College of Arts & Letters is particularly interested in candidates of all backgrounds who are committed to the principle that intellectual leadership is achieved through open access and pro-active inclusion.

Plus the department language if you so choose - The Department has a strong institutional commitment to diversity in all areas and encourages candidates from underrepresented groups. We favor candidates who can contribute to the College of Arts & Letters’ distinctive educational objectives, which promote interdisciplinary perspectives, intercultural understanding, and values diversity and inclusion as essential to achieving excellence.

**Special Instructions to Applicants:

Review of applications will begin xxx, 201X and will continue until the position is filled (or you can have a specific closing date). Applications must be submitted electronically to the Michigan State University Human Resources web site http://careers.msu.edu/. Posting # XXXX (for posting outside MSU job website). Qualified applicants should submit a) a cover letter b) current curriculum vitae c) a statement of teaching / research philosophy that highlights your alignment with some of our desired qualifications d) a summary of your experience with diversity in the classroom and/or in your past or planned research endeavors, any experience mentoring diverse students or community outreach initiatives, and an explanation of how you will advance our goals of inclusive excellence and the names and e) email addresses of 3 potential referees.

**For more information contact Chair of the Search Committee, Department of XXX, email address.

**Persons with disabilities have the right to request and receive reasonable accommodation.

**MSU is an affirmative action, equal opportunity employer. MSU is committed to achieving excellence through cultural diversity. The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.

OPTIONAL: The statement, “Applicants who are not U.S. citizens or permanent residents must provide documentation evidencing employment authorization in the United States.”

OPTIONAL: The statement, “Applicants who have not finished their PhD by the time of start of the position will be paid at the instructor rate.”

**REQUIRED INFORMATION
The following language is to be used in job searches in the College of Arts & Letters.

**Diversity Language for Job Descriptions:**
The College of Arts & Letters recognizes that only an academic and organizational culture, which actively seeks out and strengthens diverse voices and perspectives among its members, results in true excellence. We are an equal opportunity / affirmative action employer. The College of Arts & Letters is particularly interested in candidates of all backgrounds who are committed to the principle that intellectual leadership is achieved through open access and pro-active inclusion.

**Expanded outreach info/language for descriptions:**
MSU enjoys a park-like campus with outlying research facilities and natural areas. The campus is located in the city of East Lansing, adjacent to the capital city of Lansing. The Lansing metropolitan area has a diverse population of approximately 450,000. Local communities have excellent school systems and place a high value on education. The University is proactive about its obligations under the ADA, and provides individual accessibility plans to students and employees with disabilities. Michigan State University is pro-active in exploring opportunities for employment for dual career families, both inside and outside the University, and respects all family forms. Information about MSU’s dual career support can be found at [http://miwin.msu.edu/](http://miwin.msu.edu/). Information about WorkLife at MSU can be found [http://worklife.msu.edu/](http://worklife.msu.edu/). Information about the Academic Advancement Network can be found [http://aan.msu.edu/](http://aan.msu.edu/). Information about MSU Diversity and Inclusion Initiatives, including the Diversity Research Network can be found [http://www.inclusion.msu.edu/](http://www.inclusion.msu.edu/).

The College of Arts & Letters employs 250 full-time faculty with 3300 undergraduates and 175 graduate students enrolled in 24 majors, 38 minors, and 9 graduate programs that are housed in 8 departments and 22 research centers and interdisciplinary programs. These include such outstanding programs as African and African American Studies, American Indian and Indigenous Studies, Jewish Studies, the Center for Gender in a Global Context and the Center for Interdisciplinarity. The College also has a vibrant mentoring program at the College and Departmental levels. It works closely with MSU’s five international centers that receive Title VI funding and is also a long-time leader in international education sponsoring 70-80 programs each year. In 2016, faculty of color made up 25% of the College faculty and students of color made up 28% of its entering undergraduate class.
Language tailored to a unit should also be included: e.g. ongoing research projects with specific groups, or community-based research opportunities; mentoring or faculty development opportunities specific to the unit; teaching opportunities specific to the unit.

**Draft language for requesting a diversity statement from candidates:**

Qualified applicants should submit a) a cover letter b) current curriculum vitae c) a statement of teaching / research philosophy that highlights your alignment with some of our desired qualifications d) a summary of your experience with diversity in the classroom and/or in your past or planned research endeavors, any experience mentoring diverse students or community outreach initiatives, and an explanation of how you will advance our goals of inclusive excellence and the names and email addresses of 3 potential referees.

**Draft language for inclusion in desired qualifications**

- A record of promoting inclusivity in classrooms and academic work environments.
- Research program that reflects the needs of minority or underserved populations.
- Experience incorporating multicultural perspectives into teaching for 21st century leadership.
- Research, teaching, or service that demonstrates an ability to contribute to the College of Arts & Letters commitment to inclusion and diversity.
- Experience working in a diverse environment and/or utilizing a variety of teaching methods designed for broad student success.
- Demonstrated participation in programs designed to promote inclusion.
- Experience or interest in mentoring students from a variety of backgrounds.
- Ability to incorporate multicultural issues into curriculum and classroom conversations.

8.29.17