**GENERAL TENURE-TRACK FACULTY POSTING GUIDELINES**

Below are items reviewed at the Provost’s level:

People Admin posting and attached job description document should align. Content that is in one should be identical to content in the other. (Applicants can’t see the attached job description, only the posting.)

Title is normally “Assistant Professor, (Department Name)”

* If position does not require a doctoral degree, should be specified as Instructor.
  + For the candidates’ awareness, please include that to be eligible to apply for tenure, they must “meet the minimum qualifications for the rank of assistant.”
* If Assistant/Associate Professor has been pre-authorized by the Provost, specify the conditions for appointment at the Associate rank:

Minimum qualifications required to be considered for appointment at the rank of Associate include having an earned doctorate and a minimum of five years of full-time teaching experience (or its equivalent) and scholarship commensurate with this rank.

* Avoid other titles, since these do not exist in the CBA; contract letters will indicate the rank and department only.

Expectations that should be addressed in the posting are below. Sample wording is provided. (The Provost will not approve postings that do not include the items below.)

1. May teach day, evening and/or weekend assignments
2. Conduct classes on and off the Millersville campus (if travel to off-campus locations will be required, that should be specified)
3. Primary work location should be specified if it is not MU campus (e.g., Dixon University Center) – note Ware Center is considered part of MU campus
4. Conduct classes through multifaceted teaching strategies for face-to-face classroom delivery and/or web-enhanced or web-based formats
5. All searches should include descriptive language about the kind of courses to be taught or other assignments (not the prefix or number of the courses, but “introductory to advanced classes in American history with an emphasis on military or Civil War history,” for example)
6. Include the specific statement: “Actual assignments will depend upon department needs.”
7. Include the specific statement: “Faculty are expected, per the Collective Bargaining Agreement Article 4, to engage in professional responsibilities such as curriculum development and update; learning outcomes assessment for courses and programs; and participating in department, college, and university meetings and workshops.”
8. Expectation to mentor undergraduate students in research or other high-impact practices, as appropriate

In “Required Qualifications” section:

1. Should allow ABD with doctorate required by the date of appointment to broaden the applicant pool.
2. For searches being conducted in 2018-2019 (i.e., new faculty join as of August 2019):
   1. If allowing proof of doctorate by date of eligibility to apply for reappointment to 2nd year, the actual date is Jan. 30, 2020
   2. By date of eligibility to apply for reappointment to 3rd year = Nov. 1, 2020
   3. By date of eligibility to apply for reappointment to 4th year = Nov. 1, 2021