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| **Job Details** |  |
| # of Openings to Fill |  |
| Position Number(s) | **Must include** |
| Department Budget# |  |
| Desired Start Date |  |
| Recruiting Location (Kennesaw or Marietta) |  |
| Name and **(OneUSG) Employee ID #** of Faculty Being Replaced |  |

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| **Position Information** |  |
| Job Type | Full-Time |
| Tenure Status | Tenure Track |
| Employment Term | 12-Month |
| Hiring Department Name |  |

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| **Job Posting Information** |  |
| Job Posting Title  See **Faculty Search Guidelines, Section 14** for more information. | **Rank** of **Discipline**  This title will appear on the applicant portal (e.g., Chair of the Department of English). Please include rank and discipline. |
| Job Summary | Kennesaw State University is now accepting applications for an administrative faculty position as a tenured Professor and **Administrative Title** of the **Department/College** of **NAME** with a preferred start date of **Month, day and year**. This is a twelve-month contracted position. This position is for work to be performed in the state of Georgia. |
| Responsibilities | Include the following, at a minimum:   * Area of specialization (as appropriate) * Administrative expectations (provide details)   Teaching assignments will be based on earned degrees and SACSCOC Faculty Credentials Guidelines. |
| Required Qualifications  See **Faculty Search Guidelines, Section 14** for more information. | Required Qualifications Include:  *For Chairs of Departments and Directors of Schools*  A terminal degree, or the foreign equivalent, in **Teaching Discipline** with an academic background and appropriate credentials to be a tenured Professor in the **Department/School)** in the **Name of College** at KSU is required.  *For Assistant/Associate Deans or College Level Administrators*  A terminal degree, or the foreign equivalent, with an academic background and appropriate credentials to be a tenured Professor in an academic **department/school** in the **Name of College** at KSU is required.  ***For Administrative Internal ONLY Searches Include:***  Current appointment as a full-time, tenured Professor in one of the College’s academic departments or schools  NOTE: If a specific terminal degree such as Ph.D. is listed, then you can only hire someone with that exact degree. (You could not hire someone with an Ed.D. or JD.)  *(Criteria listed here must be verifiable, such as evidence of, previous experience, successful experience, demonstrated record, etc.)* |
| **NOTE:** If the phrase “or related field” after the *teaching discipline* above is used*,* include a list of the related fields associated with the position.  This will not be listed on the posting. | List some examples of the related fields. This does not have to be an exhaustive list. |
| Preferred Qualifications (if applicable)  NOTE: Anything listed here can be moved to the Required Qualifications section. | Suggested other qualifications you may include (Be specific for the position). Anything listed here can be moved to the Required Qualifications section:   * Licenses, certifications, or professional memberships * Specific experiences or skills (e.g., prior teaching, familiarity with specific techniques) * Evidence of scholarship/creative activities * Administrative experiences such as dealing with budgets, hiring, retention, etc. * Willingness to teach in face-to-face, on-line or hybrid modalities * Record of past teaching at a particular level (e.g., graduate vs. undergraduate) or area (sub-discipline) * Post-doc experience * Prior success in obtaining extramural funding   *(Criteria listed here must be verifiable, such as evidence of, previous experience, successful experience, demonstrated record, etc.)*  NOTE: Anything listed here will also be considered required qualifications by the Department of Labor for anyone who will need visa sponsorship. |
| Department Contact Information for Job Opening Questions | For questions about this faculty opening, please contact **Faculty Name, Email Address, and/or Phone Number**. |
| Job Posting Application Deadline:  (The posting will remain open until filled unless you choose the absolute deadline.) | Review of applications will begin immediately. For full consideration, please apply by **DATE**.  OR  Application deadline is **DATE**. |
| Required Attachments | 1. CV 2. Cover Letter 3. Unofficial Transcripts (Official Transcripts and Official International Course-by-Course Evaluations Due Upon Hire) 4. Names, phone numbers, and email addresses of at least 3 references   Incomplete applications will not be considered.  **NOTE:** You may add additional required and/or optional attachments, such as:   * Teaching philosophy and how you will advance student success at KSU |
| Please specify advertising:   1. External   OR   1. Internal to KSU Only (Prior approval by Provost required.) |  |
| Advertising Categories (optional) | Lists are available on the Faculty Affairs Conducting Faculty Searches webpage. |
| College/Department Descriptions | *Will be added by FA team from the approved descriptions.* |
| Hiring Manager |  |
| Academic Home College Dean |  |
| Administrative Home Hiring Manager |  |
| Business Manager |  |
| Search Committee Chair  (Must be a permanent, full-time faculty member.) |  |
| Search Committee Members **with (OneUSG) *Employee ID* #s** (must have at least 5 members for full-time contracted positions) |  |