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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 (9-month) |  9-month |
| Hiring Department Name |   |

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| **Job Posting Information** |  |
| Job Posting TitleAnything above Assistant Professor must be approved by Academic Affairs prior to submitting request. | Assistant Professor of **Discipline**This title will appear on the applicant portal. Please include rank and discipline. |
| Job Summary | Kennesaw State University is now accepting applications for a full-time, tenure track faculty position as Assistant Professor of **Discipline** in the **Department/School** of **Name** with a preferred start date of **Month and year**. This is a nine-month contracted position. This position is for work to be performed in the state of Georgia. |
| Responsibilities | Include the following, at a minimum:* Teaching (**undergraduate and/or graduate** courses in **the area of specialization**, or **list specific classes**)
* Service (may be specific service expectations or a general statement that some service to Department/College/University/professional community is expected)
* Scholarship/Research expectations (may be specific requirements or a general statement that scholarship activities are expected)

Teaching assignments will be based on earned degrees and SACSCOC Faculty Credentials Guidelines. |
| Required Qualifications | Required Qualifications Include:**A Terminal/Doctorate** degree, or the foreign equivalent, in **(Teaching Discipline),** or a related discipline, is required. **NOTE:** For **ABDs** you may add: (Required degree must be earned by start date.)NOTE: If only a specific terminal degree such as Ph.D. is listed, then you can only hire someone with that exact degree.*(Criteria listed here must be verifiable, such as evidence of, previous experience, successful experience, demonstrated record, etc.)* |
| 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):* 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.
* International experience
* Experience teaching on-line or hybrid courses
* 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
* Experience in a clinical practice

*(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**.ORApplication 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.You may add additional required and/or optional attachments, such as:* Teaching philosophy and how you will advance student success at KSU
* Research interest
 |
| 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 Department Chair |   |
| Academic Home College Dean |   |
| 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) |   |