

Resource 1-1: Position Description Checklist

The position description provides a foundation for what is expected from the faculty member. Taking time to clarify these details prior to initiating a search helps to develop an accurate job advertisement as well as ensure the search committee understands what type of credentials will make a candidate successful in the position. The position description should also support the University's mission and strategic goals and reflect all necessary qualifications. The position description should be clear and specific about the primary job responsibilities and provide an overview of the unit's commitment to diversity and inclusion. Once finalized within the college, the position description should be sent to the Director of Faculty Records within the Office for Faculty Advancement for official provost approval.

College and division

- Reference the College and (if applicable) department or division where the position will be located.

Rank and title series of position

- Multiple ranks can be listed, if unsure of what rank will ultimately be given to chosen candidate.
- Only one title series can be listed per position. Include whether this position is eligible for tenure.

Working title of position

- Provide a working title, if the person in the position will be known by another professional title.

Appointment period

- Provide information on the academic assignment (e.g. 9-month, 12-month).

Full-time equivalency

- Provide information on the FTE designated for the position (i.e., 0.50 FTE, 1.0 FTE).

Required minimum qualifications

- Provide the required education, experience and scholarly accomplishments a candidate must possess in order to be considered eligible to apply. The minimum qualifications include the area of study or specialization, as well as any applicable licensures/certifications.

Preferred qualifications

- Provide the preferred education, experience and scholarly accomplishments a candidate should possess in order to be considered a best fit candidate for the position. This can also include the preferred area of study or specialization for a preferred candidate.

Principal duties and responsibilities

- Distribution of effort (e.g., instruction, research (or other scholarly activity), service, administration, and professional development).

Criteria and evidences for appointment/reappointment/promotion

- Provide a breakdown of the criteria required for the individual to meet in order to be considered eligible for appointment, reappointment, or promotion into a higher rank.
- If applicable, provide evidences required for appointment, reappointment, or promotion into a higher rank.
- If applicable, provide information on joint appointment opportunities.

Signatures of approval

- All applicable signatures should be included on the position description.