

THE COLLEGE OF LIBERAL ARTS AND SCIENCES
JOB AD TEMPLATE FOR FACULTY/ACADEMIC PROFESSIONAL/POSTDOC SEARCHES

Effective August 16, 2024, all units, departments, and centers should use the template to create job ads for faculty, academic professionals, and postdoc searches. Please refer to these instructions when creating the job advertisement.

Paragraph #1 – Job Details

Include the school, department, center name, title/rank, administrative title, anticipated start date, full or part-time, essential duties/responsibilities, etc.

Paragraph #2 – Marketing Language for the Unit, Department or Center

Include a short descriptive paragraph about your unit including accolades, awards, facilities, noteworthy collaborations, etc. This is where you can “sell” the position.

Paragraph #3 – Marketing Language for The College

This paragraph should remain in all job ads.

Paragraph #4 – Marketing Language for ASU

This paragraph should remain in all job ads.

Required Qualifications

There shouldn't be more than 4-5 minimum qualifications to ensure a robust pool of applicants. List the minimum qualifications as bullet points.

Desired Qualifications

Include the ASU Charter statement (see template) as one of the desired qualifications in ALL faculty, AP, and postdoc job ads.

Application Instructions

Use the language on the template as a guide. List the required application materials and indicate if there is a hard application deadline or a rolling deadline. Only include the Faculty Search application link in job ads placed in external advertising outlets.

Equal Employment Opportunity Statement and the Clery Act Statement

These sections are required for ALL job ads.

Office of the Dean

Armstrong Hall, Suite 240 | 1100 S. McAllister Ave. | PO Box 872501 | Tempe, AZ 85287-2501
p: 480-965-3391 | f: 480-965-1093 | thecollege.asu.edu