

# Information needed to complete a job posting for Faculty Position in PeopleAdmin

Please provide the following information to the Human Resources Office (e-mail [dawn.makofski@montevallo.edu](mailto:dawn.makofski@montevallo.edu)) when opening a Faculty position:

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Existing Position  yes  no

If yes, Position No.: \_\_\_\_\_ Name of faculty member replacing \_\_\_\_\_

**System generated PASS MESSAGE:** Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

**System generated FAILED MESSAGE:** Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

1. CHANGE PASS MESSAGE (if different from above):
2. CHANGE FAILED MESSAGE (if different from above):
3. POSITION TITLE (required)
4. COLLEGE (required):
5. REPORTS TO(required):
6. ANNUAL SALARY: Commensurate with experience
7. START DATE (required) :
8. APPOINTMENT TYPE:  Full-time Tenure track  
 Full-time Non Tenure track  
 Full-time Temporary non-tenure track  
 Adjunct - Number of semesters \_\_\_\_\_
9. (Required) ATTACH A COPY OF THE ADVERTISEMENTS (TO BE PUBLISHED IN THE CHRONICLE OF HIGHER EDUCATION, DIVERSE, OR/AND SPECIFY ANY OTHER PUBLICATIONS APPROPRIATE)

**10. OCCUPATIONAL SUMMARY :**

**11. SPECIFIC DUTIES AND RESPONSIBILITIES (required):**

**12. MINIMUM EDUCATION/EXPERIENCE (required):**

**13. PREFERRED EDUCATION/EXPERIENCE (required):**

**14. POSTING DATE:**

**15. CLOSING DATE:**

**16. REQUIRED DOCUMENTS (required):**

- RESUME OR VITAE
- LETTER OF APPLICATION
- DIVERSITY STATEMENT
- OTHER DOCUMENT(S)
- UNOFFICIAL TRANSCRIPT(S)
- LIST OF REFERENCES (Min 3)

**17. SPECIAL INSTRUCTIONS TO APPLICANTS:**

**18. Names of search committee members (if applicable)**

**Attach a copy of the advertisements (to be published in the *Chronicle of Higher Education, Diverse*, or specify any other publications appropriate)**