**A&S Full-time Visiting Teaching Faculty (VTF) Job Advertisement Template**

***This template is for short-term visiting positions only***

August 2024

Instructions: Black text is required language. Please adapt the text indicated in red type to customize your position advertisement and position description.

**Visiting Assistant Teaching Professor** **1 of [Dept/Prog]** (Sub-discipline can be added in parentheses for advertising purposes)

The Department of X at William & Mary, a public university of the Commonwealth of Virginia, invites applications for a X-year, non-tenure track [authorized rank/title here] instructional position that will begin August 10, 20xx.

We seek an individual with expertise in [XX; list relevant discipline-specific key terms or phrases that will be picked up in applicant web searches]. The successful applicant will be expected to be an effective teacher and will have a [3-3] teaching load.

Required: A Master’s degree is required. **2** [additional optional requirements]

Preferred: A Ph.D. [or appropriate terminal degree] or ABD is preferred at the time appointment begins (August 10, 20xx). Previous teaching experience is preferred.

*The following information must be included in the approved narrative ad for external publication, and the following two paragraphs will be pasted in the* ***Posting****:* ***Special******Applicant Instructions*** *section:*

Applicants must apply online at <https://jobs.wm.edu>. Submit a curriculum vitae, a cover letter, and a statement of teaching interests that describes your approach to teaching and mentoring and that may also incorporate a discussion of how your past scholarly work informs your approach, [and XXX]. Candidates are encouraged to reflect on their past experiences or future plans to foster an inclusive and welcoming climate for learners/scholars in [enter discipline] in any of the aforementioned required documents. You cannot submit a separate diversity statement. You will be prompted to submit online the names and email addresses of three references who will be contacted by the system with instructions for how to submit a letter of reference.

For full consideration, submit application materials by the initial review date, [indicate a date that is minimum 30 days from expected date of live posting]. Applications received after the initial review date will be considered if needed.

William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. The university is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities. William & Mary conducts background checks on applicants being considered for employment.

Information on the degree programs in the Department of X may be found at [link for dept web site].

------------------------------------------------ Notes ---------------------------------------------------

**1** The Dean’s search authorization memo will indicate the authorized rank and title.

**2** Masters is minimum required degree qualification. Please contact your Vice-Dean about qualifications or if you wish to *require* either ABD or PhD as the required minimum qualification for a teaching faculty position, which modifies the required qualifications as well as the preferred qualifications.

**Notes about the VISITING Teaching Faculty (VTF) Ad Template:**

* Red text should be adapted to the individual position; Black text is the minimum required language.
* Submit **narrative ad (along with proposed scoring rubric)** to Jinger Hickman (jrhickman@wm.edu) to initiate Dean’s Office approval process.
* Once reviewed for required elements, formal approval will come from your vice-dean for the narrative ad and from the Associate Dean for Diversity, Equity & Inclusion for the scoring rubric.
* The top half of the narrative job ad is pasted into the PeopleAdmin Position Description (PD)
* The lower half of the ad (special application instructions and review begin date) is pasted to PeopleAdmin field when you prepare the draft posting.
	+ The EEO and background check statements are embedded in PeopleAdmin already.
* The full narrative ad should be used for external advertising after the system posting goes live.

About PeopleAdmin:

* As instructed in the search authorization, the dept administrator (hiring official) will either update an existing position number with revised duties, requirements, and dates; or create a net new position description (new posn#), with duties and requirements.
* *NOTE:* ***Visiting*** *position PD’s have a role code at the top of the PD of* ***INSTRUCTOR*** *for Banner coding.*
* See A&S recruit PD guidance and timelines: <https://www.wm.edu/as/facultyresources/dept-prog-administration/faculty-recruitment/index.php>

* When PD is approved by HR Class/Comp, create a draft *Posting* using the approved PD and following the Creating a Posting (Faculty) Job Aid). Add special applicant instructions and search committee info..
* The application instructions list specific application materials which correspond with the list of documents to select when setting up the posting.
* *Do not circulate faculty posting*; save the posting draft and contact HR faculty recruitment staff directly to activate the posting. The 30-day posting period will start with the date the posting is activated by UHR.

Advertising:

* External advertising is funded from the hiring unit’s search allocation budget (if provided) should include searchable key words and point applicants to PeopleAdmin. Positions must be posted in PeopleAdmin before any external advertising goes live.
* All external ads and posts must use the approved full narrative ad and point applicants to <https://jobs.wm.edu> live posting.
* All PeopleAdmin postings are automatically displayed in the online national outlet *Higher Ed Jobs* shortly after the PeopleAdmin posting goes live. This posting satisfies Department of Labor (DOL) requirements**.**
* **IMPORTANT:** **Hiring units must save the Higher Ed Jobs ad display as a PDF (must include HEJ page header or identifier) and retain with your search records for Reves Center international hires and Dept of Labor audit purposes**.

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