**A&S Full-time Postdoctoral Faculty Advertisement Template**

**Oct 2024**

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

**Postdoctoral Research Associate of [Department]**

*This text goes in the position description:*

The Department of X at William & Mary, a public university of the Commonwealth of Virginia, invites applications for a Postdoctoral Research Associate 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 initial appointment is for one year, renewable [blank] based on performance and funding availability.

Required: A Ph.D. is required at the time appointment begins. [additional optional requirements]

Preferred: [additional optional preferred requirements]

*This information must be included in the approved narrative ad and 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 research interests, 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 review date, [indicate a date that is minimum 30 days from date of live posting]. Applications received after the 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 about the Postdoc Ad Template:

* Red text should be adapted to the individual position, Black text is the minimum required language.
* Submit Word narrative ad to Jinger Hickman ([jrhickman@wm.edu](mailto:jrhickman@wm.edu)) for review and approval.

About PeopleAdmin:

* See Human Resources Box site “PeopleAdmin” for specific job aids and for system guidance.
* 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 (that will be assigned a new posn#), with duties and requirements.
* Attach to PD: OSP’s confirmation of funding, approved full narrative job ad, and your unit’s org chart.
* When PD is approved by HR Class/Comp, create a *Posting* using the approved PD #, adding special applicant instructions and the department’s search plan.
* 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 directly contact HR faculty recruitment staff to activate the posting.

Advertising:

* For Postdoc positions, place the full narrative job advertisement in at least one external online source or listserv (there is no funding from the Dean’s office), pointing to the W&M posting. Advertising can begin as soon as the PeopleAdmin posting goes live.
* All external ads and posts must point applicants to <https://jobs.wm.edu> live posting to apply.