

Resource 4-1: Sample Job Postings

Advertisements or announcements for a faculty opening need to provide individuals with a clear understanding of the position criteria and the unit conducting the search. There are many components to consider when developing an effective advertisement, and this tool offers examples that contain those key components. All advertisements/announcements must direct applicants to apply via UK Jobs/IES.

Sample #1

The Department of (XXX) in the College of (XXX) at the University of Kentucky invites applications for a tenure-track position at the Assistant Professor level with an anticipated start date of (date). We are interested in a wide variety of research emphases in (discipline). The successful candidate will complement existing departmental strengths in (XXX). Further, there are excellent opportunities for interaction with researchers in the Medical Center (www.mc.uky.edu/), including the Markey Cancer Center (ukhealthcare.uky.edu/markey/). We are particularly interested in programs that integrate (XXX) interests, and also encourage applications from candidates with primarily (XXX) interests.

Candidates must have a PhD or equivalent degree with postdoctoral experience and must be published in peer-reviewed academic journals. Evidence of an ability to obtain extramural grant support and/or some teaching experience is preferred. Responsibilities for the successful candidates include establishment of an independent research program that is supported by awards from extramural agencies, contribution to the teaching mission of the undergraduate program, teaching and mentoring for graduate students and postdoctoral fellows, and service for the department, university, and profession.

To apply, please submit an application directly to the UK Jobs system at (*insert customized hyperlink for posting*). Interested applicants should submit four documents:

- A letter of application
- Curriculum vita
- Statements describing the applicant's research plan (upload under Specific Request 1)
- A description of teaching philosophy and experience (please answer under Posting Specific Questions)

Please provide the names and contact information of at least three references when prompted in the academic profile. This information will be used to solicit recommendation letters from your references within the employment system.

The deadline date for applications is (date).

For more details on the department and the University, visit our website (department website). Questions about the department and/or these searches should be addressed to (department contact).

The University of Kentucky is an Equal Opportunity University that values diversity and inclusion. Individuals with disabilities, minorities, veterans, women, and members of other underrepresented groups are encouraged to apply.

Sample #2

The College of (name) at the University of Kentucky is seeking a tenure-track faculty member at the rank of Assistant Professor of (XXX). The faculty member will teach courses within the core curriculum of the (XXX) Program, pursue a research agenda in the (XXX) field, and hold administrative / service responsibilities in the (XXX) Program and the tenure home as appropriate. Additionally, the faculty member will serve as the academic advisor to a portion of the undergraduate and graduate students in the (XXX) Program, and will participate in the program's general administration functions. Finally, the faculty member will provide service, as requested, to the College and University, and nonprofit organizations and related organizations in the Commonwealth of Kentucky and beyond.

Job responsibilities include, but are not limited to: teaching, advising and instructional activities, research, scholarship and creative activity, as well as program, college, University and professional service.

The faculty member will teach undergraduate and/or graduate courses as assigned by the director, supervise student internships, and supervise and/or serve on graduate capstone project committees. In addition, the faculty member is required to continually practice, expand, field, test and/or disseminate his/her professional expertise through traditional research related to (XXX), online pedagogy and/or other new instructional techniques, and creative activity in the field of (XXX).

This position will also be responsible for participating in course and program-level assessment processes, serving on the graduate admissions review committee, and assisting in the program's administration through various activities.

To apply, please submit an application directly to the UK Jobs system at (*insert customized hyperlink for posting*). Please include the following application materials:

- CV highlighting all relevant teaching and (discipline) experience
- Cover letter which identifies a minimum of four courses from the undergraduate and graduate curriculum (available at department website) which you would be qualified to teach
- Sample portfolio (please upload under Specific Request 1)

Review of applicants begins (date), and the position will remain open until filled.

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Sample #3 - Clinical Faculty

The Department of (XXX), in collaboration with the College of Medicine and University of Kentucky HealthCare in Lexington, Kentucky, is recruiting a board-certified physician. This open-rank position is available immediately and will remain open until the appropriate individual is recruited. The successful candidate will hold an MD, DO, MD/PhD, or some combination, with the appropriate fellowship training and certifications. Our department is an academic hospital-based practice that encourages engagement in active collaborative research programs.

The primary responsibilities of this individual will be to provide clinical services in (XXX) with a preferred focus in one or more of the following areas: (XXXX), provide classroom teaching to students and clinical teaching to residents, participate in scholarly initiatives of the Department and the College of Medicine and assume administrative efforts as (XXXX). There is a strong preference for a candidate with (skills/knowledge/abilities).

This is an integrated department with successful programs in (XXXX), and with excellent educational programs for medical students, residents and fellows.

UK HealthCare is a vibrant and growing academic health care center located in a family friendly dynamic city (www.visitlex.com) with excellent schools, housing, cultural opportunities, and outdoor activities.

The successful candidate will be expected to have fellowship training in (XXXX), experience in at least one of the identified subspecialty areas, and demonstrated ability to manage a complex and busy caseload.

Applications should include the following:

- Curriculum vitae
- Letter of interest summarizing service and teaching philosophy (upload under Cover Letter)
- Brief statement of research goals (please provide under Posting Specific Questions section)

Please provide the names and contact information for at least three references when prompted in the application. This information will be used to solicit recommendation letters from your references within the employment system.

Any questions regarding the position may be directed to: (Department Contact Information)

Please note that, to be considered an applicant, you must submit an application directly to the UK Jobs system at (*insert customized hyperlink for posting*).

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