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| **Job Details** |  |
| # of Openings to Fill |   |
| Position Number(s) | **Must include** |
| Department Budget# |   |
| Desired Start Date |   |
| Recruiting Location (Kennesaw or Marietta) |   |
| Name and **(OneUSG) Employee ID #** of Faculty Being Replaced |  |

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| **Position Information** |  |
| Job Type  |  Full-Time |
| Tenure Status  |  Tenure Track |
| Employment Term |  12-Month |
| Hiring Department Name  |   |

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| **Job Posting Information** |  |
| Job Posting TitleSee **Faculty Search Guidelines, Section 14** for more information. | **Rank** of **Discipline**This title will appear on the applicant portal (e.g., Chair of the Department of English). Please include rank and discipline.  |
| Job Summary | Kennesaw State University is now accepting applications for an administrative faculty position as a tenured Professor and **Administrative Title** of the **Department/College** of **NAME** with a preferred start date of **Month, day and year**. This is a twelve-month contracted position. This position is for work to be performed in the state of Georgia. |
| Responsibilities | Include the following, at a minimum:* Area of specialization (as appropriate)
* Administrative expectations (provide details)

Teaching assignments will be based on earned degrees and SACSCOC Faculty Credentials Guidelines. |
| Required QualificationsSee **Faculty Search Guidelines, Section 14** for more information. | Required Qualifications Include:*For Chairs of Departments and Directors of Schools*A terminal degree, or the foreign equivalent, in **Teaching Discipline** with an academic background and appropriate credentials to be a tenured Professor in the **Department/School)** in the **Name of College** at KSU is required.*For Assistant/Associate Deans or College Level Administrators*A terminal degree, or the foreign equivalent, with an academic background and appropriate credentials to be a tenured Professor in an academic **department/school** in the **Name of College** at KSU is required. ***For Administrative Internal ONLY Searches Include:***Current appointment as a full-time, tenured Professor in one of the College’s academic departments or schoolsNOTE: If a specific terminal degree such as Ph.D. is listed, then you can only hire someone with that exact degree. (You could not hire someone with an Ed.D. or JD.)*(Criteria listed here must be verifiable, such as evidence of, previous experience, successful experience, demonstrated record, etc.)* |
| **NOTE:** If the phrase “or related field” after the *teaching discipline* above is used*,* include a list of the related fields associated with the position. This will not be listed on the posting. | List some examples of the related fields. This does not have to be an exhaustive list. |
| Preferred Qualifications (if applicable)NOTE: Anything listed here can be moved to the Required Qualifications section. | Suggested other qualifications you may include (Be specific for the position). Anything listed here can be moved to the Required Qualifications section:* Licenses, certifications, or professional memberships
* Specific experiences or skills (e.g., prior teaching, familiarity with specific techniques)
* Evidence of scholarship/creative activities
* Administrative experiences such as dealing with budgets, hiring, retention, etc.
* Willingness to teach in face-to-face, on-line or hybrid modalities
* Record of past teaching at a particular level (e.g., graduate vs. undergraduate) or area (sub-discipline)
* Post-doc experience
* Prior success in obtaining extramural funding

*(Criteria listed here must be verifiable, such as evidence of, previous experience, successful experience, demonstrated record, etc.)*NOTE: Anything listed here will also be considered required qualifications by the Department of Labor for anyone who will need visa sponsorship. |
| Department Contact Information for Job Opening Questions | For questions about this faculty opening, please contact **Faculty Name, Email Address, and/or Phone Number**. |
| Job Posting Application Deadline: (The posting will remain open until filled unless you choose the absolute deadline.) | Review of applications will begin immediately. For full consideration, please apply by **DATE**.ORApplication deadline is **DATE**. |
| Required Attachments | 1. CV
2. Cover Letter
3. Unofficial Transcripts (Official Transcripts and Official International Course-by-Course Evaluations Due Upon Hire)
4. Names, phone numbers, and email addresses of at least 3 references

Incomplete applications will not be considered.**NOTE:** You may add additional required and/or optional attachments, such as:* Teaching philosophy and how you will advance student success at KSU
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| Please specify advertising: 1. External

 OR 1. Internal to KSU Only (Prior approval by Provost required.)
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| Advertising Categories (optional) | Lists are available on the Faculty Affairs Conducting Faculty Searches webpage. |
| College/Department Descriptions | *Will be added by FA team from the approved descriptions.* |
| Hiring Manager |   |
| Academic Home College Dean |   |
| Administrative Home Hiring Manager |   |
| Business Manager |  |
| Search Committee Chair(Must be a permanent, full-time faculty member.) |  |
| Search Committee Members **with (OneUSG) *Employee ID* #s** (must have at least 5 members for full-time contracted positions) |   |