Sample Advertisement Long Version – FACULTY

(A COPY OF THE PUBLISHED ADVERTISEMENT MUST BE INCLUDED IN YOUR HIRING PACKET)

McNeese State University
(Title of Position)
(Title of Department)

McNeese State University invites qualified applicants and nominations for the position of ***(Title of Position – faculty positions must state rank)*** in the Department of ***(Title of Department)***. This is a ***(type of employment – full-time or emergency/temporary) (length of employment – 9, 10, or 12)*** –month, unclassified, ***(tenure/non-tenure-track – faculty positions must state tenure status)*** position. The appointment begins ***(Beginning Date)***.

Position Description and Responsibilities: The ***(Title of Position)*** is responsible for functions related to ***(List job functions)***. The **(Title of Position)** will work closely with **(List colleagues and populations to be served by that position)**.

Qualifications: Required: ***(List degree, knowledge, experience, and specific skills required). Preferred: (List degree, knowledge, experience, and specific skills preferred).***

Salary: ***(List the salary or salary range)***

Deadline: ***(Date for receipt of application)*** or Review of applications will begin ***(immediately or date)***, and will continue until position is filled.

Application Materials and Contact: Applicants should submit a ***(List the items to be submitted: Letter of Application, Resume, References [name, phone number, and e-mail address of at least three], Unofficial/Official Transcripts)*** for the application process. Please submit the required documents to the following:

(Name of Committee Chair, Title)
(University Box Number)
(City, State, and Zip Code)
(University Telephone Number and Extension)
(Office Fax Number)
(E-mail of Contact Person)

(ALL ADS MUST INCLUDE THE AA/IRCA/IFC/ULS/ADA STATEMENTS AT END OF JOB ANNOUNCEMENTS)
McNeese State University, located in Lake Charles, Louisiana, is a public university and a member of the University of Louisiana System. Under Louisiana law, applications and all supporting materials will become public record. All applicants are expected to submit complete and accurate materials as specified in the position announcement. A background check and an English Proficiency assessment will be conducted on selected finalists. We comply with Louisiana Revised Statute 49:1001, et seq, and State of Louisiana Executive Order 98-38, which provides for drug testing of employees, appointees, prospective employees, and prospective appointees. Prospective employees and employees are informed if a drug test is required.

McNeese State University is an AA/EEO/ADA employer committed to excellence through diversity.

The Immigration Reform and Control Act of 1986 requires McNeese State University to inform applicants that the University can employ only U.S. citizens and aliens lawfully authorized to work in the U.S. Each new employee is required to present documentation verifying his/her identity and right to accept employment.

McNeese State University is a member of the University of Louisiana System. Under Louisiana law, applications and all supporting materials will become public record. An executive session pursuant to La. Rev. Stat. 42:6.1(A) may be required.

Persons needing reasonable accommodations as provided by the Americans with Disabilities Act should contact the Office of the ADA Coordinator: Voice: (337) 475-5428; TDD/TTY, Hearing Impaired: (337) 562-4227; Fax: (337) 475-5960; or adacoordinator@mcneese.edu.

Instructional Faculty Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees, an official comprehensive course-by-course report and U.S. Equivalency Statement, from World Education Services. The official Credential Evaluation Report and U.S. Equivalency Statement must be submitted directly to the Office of Academic Affairs, Box 93220, Lake Charles, LA 70609; (337)475-5508. Simple translation of the language on foreign diplomas, transcripts, coursework, or similar will NOT suffice and will cause the application packet to be judged as incomplete.

Approved: **(Requires *approval from VPSSE)***

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Rosemary Gray, Ed. D. Vice President
Division of Special Services and Equity

Date: _____