

## FTE Faculty Job Advertisement Guidelines

The following information should be included in the position advertisement:

- Name of the university, our college, your unit (*note joint appointment, if applicable*)
- Rank **and** area of the position
  - “Assistant Professor” is too vague; “Assistant Professor – Public Administration” would be more appropriate.
- Responsibilities of the position (*i.e., course load, advising duties, service duties, etc.*)
- Start date (*i.e., August 16, 2024 or January 1, 2025*)
- Pay Basis (typically 9-month)
- Minimum and preferred skills, experiences, and education
  - **Reference the document from the Office of International Scholars on generating job ads.**
  - The minimum qualifications are those necessary to perform the essential functions of the position without which candidates will not be considered.
  - **For ABD applicants to meet minimum requirements at the time of application, the ad must include a statement such as “PhD in [field/s] required by start date of employment (ABDs considered).”**
- Contingencies associated with the position
  - If applicable, contingencies associated with the position, such as degree earned by a specific date, in order to attain a particular rank, should be included.
- Description of materials to be submitted with application
  - Must include at minimum a curriculum vitae and contact information for three references and/or three letters of recommendation.
- Who to contact (*name and email address for the contact person*)
- Application deadline
  - Policy states that all job ads must be posted for at least five business days.
  - For tenure-track positions, if it is a possibility that you will hire an **international candidate**, **the job ad should be published at least 30 days** prior to when you will begin reviewing job applications.
  - Avoid a flexible deadline (e.g., “for full consideration apply before...”). Best practice is to use a hard deadline (“applications due by...”) or leave open until filled.

### **Required Language**

- Equal Opportunity Byline
  - All advertisements must include the EEO byline: “The University of South Carolina does not discriminate in educational or employment opportunities on the basis of race, sex, gender, gender identity, transgender status, age, color, religion, national origin, disability, sexual orientation, genetics, protected veteran status, pregnancy, childbirth or related medical conditions.”

### **Optional Language**

If you would like to include information about the UofSC, please use the following statement:  
“From the Upstate to the Lowcountry, the University of South Carolina system is transforming the lives of South Carolinians through the impact of our eight institutions and 20 locations throughout the state. More than 50,000 students are enrolled at one of eight institutions, including the research campus in Columbia and comprehensive four-year universities in Aiken, Upstate and Beaufort. In addition, our Palmetto College campuses in Salkehatchie, Union, Lancaster and Sumter enable students to earn associate or bachelor’s degrees through a combination of in-person, online or blended learning. All of our system institutions place strong emphasis on service — helping to build healthier, more educated communities in South Carolina and beyond.”

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For a clean, professional look, I recommend using **Calibri font of 11-pt.**

**FREE ADVERTISING:** All Faculty and Staff FTE, Research Grant Positions, and Time-Limited positions are automatically posted to Inside Higher Ed, Indeed, Higher Education Recruitment Consortium (HERC), and Insight Into Diversity once they are posted on our USCjobs website. In addition, Inside Higher Ed recently partnered with LinkedIn and the positions are advertised there as well.

If requested, we can also advertise positions on the Office of Talent Acquisitions’ Facebook Page. Please send an email to the Office of Talent Acquisitions at [hrtalent@mailbox.sc.edu](mailto:hrtalent@mailbox.sc.edu) if you would like to advertise on their Facebook page.

These are all provided at no cost to the department.

\*The College will also be providing job ads to the Chronicle in Higher Education, Diverse: Issues in Higher Education, and a few other publications. \*

**If you have any questions, please contact LaTasha Robinson at [latashar@mailbox.sc.edu](mailto:latashar@mailbox.sc.edu).**