

WRITING THE JOB DESCRIPTION AND ADVERTISEMENT

The development of a good [job] description requires some articulation of what skills and competencies are needed, including the competence to engage diversity and perhaps to successfully teach a diverse group of students. Moreover, the job description should not be pulled from an old file and developed, as it often is, apart from a review of the program or institutional priorities. Drafting a job description must be one of the core parts of a newly conceptualize hiring process...

Daryl G. Smith. 2009. *Diversity's Promise for Higher Education: Making it Work*. P.168

Process

As Daryl Smith notes above, composing a job description requires attention to the college's commitment to diversity, including active efforts to diversify the faculty. A position description should articulate required skills and competencies with regard to teaching, research, and service. **The development of the job description should engage all members of the department or program.**

A well-crafted position description:

- Signals to candidates the institutional commitments and departmental or program values regarding academic excellence, diversity and inclusion, and teaching innovations;
- Communicates to candidates what evidence the search committee requires to demonstrate they are qualified for the position; and
- Provides a template for developing the selection criteria, or selection matrix, used to evaluate candidates.

Do not unnecessarily limit the scope of your search

- As you compose the job description, develop broad descriptions of qualifications (scholarship, teaching experience, disciplinary background).
- Potential applicants may perceive the qualifications stated in the ad as required for the position, even if stated as "desired" or "preferred."

An application cannot be considered until a candidate's file is complete

- Request only those reference materials necessary to develop the short list and indicate that the search committee may request additional materials (e.g., graduate transcripts) after the initial review of candidates. A search committee cannot equitably and effectively compare candidates when candidates' files do not contain the required materials.
- For each candidate, all materials listed as required must be received before the search committee can review or consider that candidate's dossier.

- Though not required for the initial application dossier, graduate transcripts verifying a candidate's status must be submitted before a contract can be issued.

A Job Description/Position Advertisement should include:

- Tracking number (R####) assigned to the search by the Dean of Faculty's Office. [Contact Lori Ouellette at louellette@bates.edu or x6067]
- Name or title of the position. Include all possible levels of appointment (e.g., Assistant Professor, Associate Professor).
- Program or Department
- Start date of the position (e.g., Bates year-long contracts begin 1 August. Also note that all incoming faculty on year-long contracts must participate in several orientations during the month of August.)
- Degree requirement (e.g., PhD in hand at time of application or at time of appointment)
- Duration of position, if not tenure-track (e.g., for visiting position)
- Teaching load (e.g., four or five courses) or percentage of full-time
- Specific job duties or responsibilities
- Field of study, including any areas of specialization
- Statement of teaching and research requirements
- Required application materials (e.g., cover letter, CV, teaching philosophy, teaching evaluations)
- Deadline for receipt of application (e.g., "Review of applications will begin on November 1, 2014 and continue until position is filled.")
- Required statement about enhancing Equity, Diversity, and Inclusion at Bates

The college and the <DEPARTMENT NAME> Department are committed to enhancing the diversity of the campus community and the curriculum. Candidates who can contribute to this goal are encouraged to apply; the search committee expects candidates to identify their strengths and experiences in this area.

- Required statement about Equal Opportunity/ Affirmative Action:

Bates is an Equal Opportunity/Affirmative Action employer. Because the college recognizes that employment decisions often involve two careers, Bates welcomes applications for shared positions.* For more information about the college, please visit the Bates website: www.bates.edu.

Employment is contingent upon successful completion of a background check.

*Note: The language regarding a shared position is only applicable to tenure-track positions.

In addition to these required statements, the department or program may want to add supplementary language that demonstrates the commitment to diversity related teaching, research, or service in the body of the advertisement (see **Sample Text to include in Position Announcements** below).

- ❑ Each ad should also contain the following directions for submitting applications:

Applicants should submit all requested materials electronically, in PDF format, to Nancy LePage, Project Specialist, 207-786-6480 at academicservices@bates.edu.

Please submit the following materials: <INSERT REQUIREMENTS>.

Please include your last name and R#### in the subject line of all submissions.

Requesting letters of recommendation

- ❑ Professional associations such as the American Anthropological Association encourage search committees to solicit letters of recommendation **after the initial screening of candidates**. Since letters can often hold up a candidate's file, the search committee may opt to request the names and contact information for recommenders instead.
- ❑ If you choose to request letters of recommendation prior to developing a short list include the following statement:

Please arrange with three recommenders to send letters of recommendation (one of whom can speak to your teaching experience or capabilities) to the same email address, preferably in PDF or Microsoft Word format.

See on next page: Additional text to include in job advertisements regarding commitment to diversity and inclusion.

Sources:

UCLA Faculty Diversity & Development's (2012-2013) Faculty Search Committee Toolkit.

Smith, Daryl G. 2009. Diversity's Promise for Higher Education: Making it Work. Baltimore, MD: Johns Hopkins University Press.

SAMPLE TEXT TO INCLUDE IN POSITION DESCRIPTIONS

Demonstrated Commitment to Diversity and Inclusion

- An equitable, inclusive and diverse campus and curriculum are critical to our educational mission. Therefore the college and the [program/department] are committed to enhancing equity, inclusion and diversity, including our capacity for teaching students from all backgrounds.
- The search committee expects candidates to identify strengths and experiences with respect to educating students to become global citizens.
- In the teaching statement, candidates must describe how diversity and inclusion are educational goals.
- The department is particularly interested in candidates who have experience working with students from diverse backgrounds and a demonstrated commitment to improving access to higher education for all students regardless of background.
- Explain how your teaching at Bates College might contribute to a learning community that values diversity.

Demonstrated Teaching Excellence

- Candidates should provide a **teaching portfolio** that includes a statement of teaching philosophy, evidence of teaching effectiveness (including course evaluations), and sample syllabi. As part of the portfolio, candidates should also indicate their strengths and experiences with innovative and inclusive pedagogies.
- One of the letters of recommendation must address the candidate's abilities as a teacher.
- In their application, candidates should address their interest in working as teachers and scholars with undergraduates in a liberal arts environment that emphasizes close student-faculty interaction; how their cultural, experiential, and/or academic background contributes to diversity; and their interest in participating in the College's general education offerings as well as engaging in cross-disciplinary teaching and scholarship.