

Advertising Template Example

(*Red are examples, Blue describes in more detail what should be included*)

This template is used as a guide to assist the Human Resources Office to accurately post your position advertisement.

Position: Tenure-Track Assistant Professor

Department: Veterinary Science Technology

The State University of New York (SUNY) College at Canton invites qualified applicants for a full-time, tenure-track Assistant Professor faculty position in the Veterinary Science Technology Department beginning August 2023. *(This is standard text at the top of every ad)*

Required Qualifications and Responsibilities/Duties: (Degrees, experience required/preferred & Responsibilities, Expectations, Duties) *(this is what the position requires per the rank matrix; applicants who do not meet these requirements will not be considered)*

DVM, VMD, or equivalent.

Responsibilities include: Teaching face-to-face lectures and hands-on labs in large animal medicine and surgery; clinical veterinary laboratory classes; and other courses that are part of the program. Faculty will be expected to engage in online course delivery, program and curriculum development and assessment, academic mentoring, scholarly activity, and institutional service. Online and in-person teaching is expected with the ability to teach hands-on, applied courses.

Other Ranks Considered (Optional): *(if other ranks are to be considered, be specific as to what will be acceptable, per the rank matrix)*

LVT/RVT with Master's degree also considered and meets requirements for Instructor rank.

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Suggested Posting Sites: *(specify any local papers, job search engines, professional journals, etc.)*

Hiring Manager: Please indicate what materials are required for this search (check all that apply):

- ☐ Cover Letter (required for all searches)
- ☐ 3 References (required for all searches)

- ☐ Resume (required for all staff searches)

- ☐ Curriculum Vitae (required for all faculty searches)
- ☐ Statement of Diversity, Equity, and Inclusion (required for all faculty searches)
- ☐ Statement of Teaching Philosophy (required for all faculty searches)
- ☐ Statement of Research (required for all faculty searches)

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(The following are optional)

- ☐ Sample Peer-Reviewed Publication (preferred for all faculty searches)
 - ☐ Unofficial Transcript(s)
 - ☐ List any additional requirements:
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(These next four paragraphs are standard text)

Prior to final offer of employment, the selected candidate will be required to submit to a background check including, but not limited to, employment verification, educational and other credential verification, and criminal background check.

Application Deadline: open until filled; application review begins immediately. Persons interested in the above position should apply online at <https://employment.canton.edu/>

SUNY Canton, a unit of the State University of New York, is an affirmative action, equal opportunity employer. SUNY Canton is building a culturally diverse and pluralistic faculty and strongly encourages applications from minority and women candidates.

The college is located in Canton, a village in the St. Lawrence River valley of northern New York. Located 20 miles from the St. Lawrence River and the Adirondack Park, and 70 miles from the Canadian capital city of Ottawa, Ontario, Canton holds excellent opportunities for the outdoor or cultural enthusiast. SUNY Canton is a member of the Associated Colleges, a consortium of four colleges.