**

**JOB POSTING FORM**

**Instructions:** Return this form electronically as a Word format via email to the Provost Office. Position must have approval from appropriate VP, PBC, and President’s Council.

**Overview**: This form is used in Human Resources for advertising on Moravian University’s website, HigherEdJobs and more.

|  |  |
| --- | --- |
| **Position title:** |  |
| **Search chair, title included:** |  |
| **Full or part-time:** |  |
| **Starting term:** |  |
| **Application deadline:** |  |
| **Application review start date:** |  |

**Application Instructions (2 Parts)**

1. Check the boxes below for the required materials for candidates to submit.

|  |  |
| --- | --- |
| X | Letter of interest |
| X | Curriculum vitae |
| X | Three (3) letters of recommendation   * If relevant, an email to arrange to have them sent to\*: |
|  | Graduate transcript(s) |
|  | Evidence of teaching effectiveness |
|  | Other (with relevant instructions) |

\*If you do not have an email already set up, please contact Maria Lucas in IT.

**Standard Language for Application Instructions**

* *Visiting 1-2 year appointments only* – the following statement will be included in the posting:   
  Moravian University will not sponsor applicants for this position for a U.S. work visa.

Please provide a listing of all committee members, including their titles.

|  |  |
| --- | --- |
| Committee Member Name | Title |
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Date of approval of ad by the Provost and HR. \_\_\_\_\_\_\_\_\_\_\_\_

Advertisement

Please provide a listing of where all ads will be placed and what contacts will be made, making sure to provide a copy of all ads (long and short versions). Consider resources that will attract diverse candidates, for suggestions please see page 2.

|  |  |
| --- | --- |
| Publication Name/or Other Contact | Committee Member Contact Name |
|  |  |
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Advertisement Suggestions

Reach out to local PhD programs to see if they would be willing to share the job description with their candidates.

Post on field specific periodical websites.

Network with your colleagues.

Women in Higher Education

<http://wihe.com/advertise/>

Academic Keys

<http://www.academickeys.com/all/choose_discipline.php?go=post_a_job>

Academic 360 (a hub for many academic publications)

<http://www.academic360.com/>

Academic Careers

<http://www.academiccareers.com/>

PHD Project (a collection of job sites)

<http://www.phdproject.org/resources/academic-job-sites/>