

## Writing the Job Advertisement

### Overview:

An effective job advertisement should articulate required skills and competencies with regard to excellence in teaching, research, and governance and engagement at Bates College. A job advertisement should:

- attend to the college's commitment to building an excellent faculty that is representative of the broad diversity of the fields of study.
- convey information such that potential applicants have a clear understanding of the work of Bates faculty and the expectations for the specific position.
- match the expectations for the position that were articulated in the position concept, and
- contain all of the criteria that will inform the creation of the rubric used to evaluate candidates.

As you compose the job advertisement, develop broad descriptions of qualifications (scholarship, teaching experience, disciplinary background) so as not to unnecessarily limit the scope of the search. The development of the job advertisement should engage all members of the search committee.

### A well-crafted job advertisement:

- Signals to candidates the institutional commitments to, and departmental or program values regarding:
  - teaching excellence,
  - expectations regarding scholarly or creative work,
  - commitment to building a diverse and inclusive community;
- Communicates to candidates what evidence the search committee is requesting and will evaluate in light of the advertised position;
- Provides the information for developing selection criteria used to evaluate candidates, that is, the rubric.
- Avoids "desired" or "preferred" qualifications language - if some qualification is desired, it should be a clear requirement stated in the job advertisement.
- Indicates that letters of recommendation will be solicited only after the initial screening of candidates.

The VPAA/DOF Office needs some additional information to finalize the job ad:

- Name or title of the position.
- All possible levels of appointment (e.g., Assistant Professor, Associate Professor)
- Academic unit(s) of appointment
- Start date of the position
- Degree requirement (e.g., PhD in hand at time of application or at time of appointment)
- Required application materials (e.g., cover letter, CV, teaching philosophy)
- Deadline for receipt of application (e.g., "Review of applications will begin on November XX, and continue until position is filled.")

## Suggested Job Advertisement Boilerplate

"The {ACADEMIC UNIT} at Bates College invites applications for a full-time, tenure track position in {DISCIPLINARY AREA}, to begin [Month, Year]. We seek an outstanding {scholar/artist} with strong commitments to excellent undergraduate teaching and mentorship in a liberal arts context. A terminal degree is required. The successful candidate will have demonstrable excellence in {DEFINE AREAS OF NEED}.

{your paragraph about the unit and the role here}

The position carries a standard five-course annual teaching load. The duties of the position include the three main areas of faculty work: teaching, professional achievement, and governance and engagement. The standards of excellence for faculty at Bates are articulated in Article II of the [faculty handbook](#), and include a commitment to inclusive and evidence-based pedagogy, impactful professional work, and contributions to the broader Bates community. The successful applicant will offer courses in {AREA} each year, and will teach in the general education curriculum, provide academic advising, and mentor student theses. Successful candidates will be expected to develop a signature and independent {research/artistic} program. We also expect the candidate to take part in our system of shared governance.

Review of applications will begin on [DATE]. Applications should include a cover letter and a curriculum vitae. A teaching statement that describes how the applicant meets Bates' standards of excellence in terms of inclusive and evidence-based pedagogy, and a research plan that speaks to the current and future promise of a candidate's professional work, are required.

Bates students come from a diversity of educational and socioeconomic backgrounds, and we are committed to each student's success. Thus, candidates may choose to share evidence of their skills and experience supporting a diverse student body either in a separate, additional document or integrated into the teaching and research statements. We encourage applications from individuals from historically marginalized groups and from those who may have followed non-traditional pathways to higher education due to societal, economic, or academic circumstances. The search committee will request letters of recommendation from three referees for short-listed candidates. Employment is contingent upon successful completion of a background check and verification of degree.

Bates College is a residential liberal arts college in Lewiston, Maine—a diverse and growing community roughly 45 minutes from the state's largest city, 2 ½ hour north of Boston, and 4 ½ hours south of Montreal. Faculty scholarship and creative work at Bates are robustly supported by start-up packages, internal grants, and a well-staffed external grants office. Community-engaged learning and study abroad are both broadly encouraged and supported; pedagogical development and innovation is further buttressed by our highly engaged Center for Inclusive Teaching and Learning.

Educational access and racial justice are central to Bates' history and mission and our [faculty-led initiatives reflect this commitment](#).