

# FACULTY ADVERTISING FORM FOR FACULTY SEARCHES

## SEARCH DETAILS:

Position Number: \_\_\_\_\_

Position Title: \_\_\_\_\_

College / Department: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Search Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean / Director: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Hire:      Yes      No    Ad required:      Yes      No    Rollover:      Yes      No

**Kutztown University of Pennsylvania enrolls approximately 7,500 students across its graduate and undergraduate programs.** Located in a charming rural setting in Kutztown, Pennsylvania, the University is just a 20-minute drive from the metropolitan areas of Allentown/Bethlehem and Reading, and about an hour from the Philadelphia metropolitan area. The University seeks to hire employees with experience working with diverse populations.

## POSITION TYPE:

\_\_\_\_\_ Full-time      \_\_\_\_\_ Part-time  
\_\_\_\_\_ Tenure Track      \_\_\_\_\_ Temporary Full-time      \_\_\_\_\_ Temporary Part-time  
\_\_\_\_\_ Other (Specify) \_\_\_\_\_

**COURSES TO BE TAUGHT:**      \_\_\_\_\_ Undergraduate      \_\_\_\_\_ Graduate      \_\_\_\_\_ Both      \_\_\_\_\_ Does not apply

**JOB SUMMARY:** This is a brief description about the position so that someone from outside of KU can understand the job responsibilities.

**MINIMUM QUALIFICATIONS**

**Education:** \_\_\_ M.A. \_\_\_ M.S. \_\_\_ M.Ed. \_\_\_ MFA \_\_\_ MSW \_\_\_ MBA \_\_\_ Ed.D. \_\_\_ Ph.D.  
\_\_\_ Doctorate (No Specification) Other: \_\_\_\_\_

**Experience:** Teaching (yrs.): \_\_\_\_\_ Professional \_\_\_\_\_ Does not apply  
\_\_\_ Other (specify): \_\_\_\_\_

These are the qualifications that a candidate must have for this position. Please remember that what you have here will be the criteria on your matrix. Bullet points are acceptable.

PREVIEW ONLY

**PREFERRED QUALIFICATIONS:**

**Education:** \_\_\_ M.A. \_\_\_ M.S. \_\_\_ M.Ed. \_\_\_ MFA \_\_\_ MSW \_\_\_ MBA \_\_\_ Ed.D. \_\_\_ Ph.D.  
\_\_\_ Doctorate (No Specification) Other: \_\_\_\_\_

**Experience:** Teaching (yrs.): \_\_\_\_\_ Professional \_\_\_\_\_ Does not apply  
\_\_\_ Other (specify): \_\_\_\_\_

This is your "wish list" for candidates. This will also be in your matrix. Bullet points are acceptable.

PREVIEW ONLY

**SUPPLEMENTAL INFORMATION:**

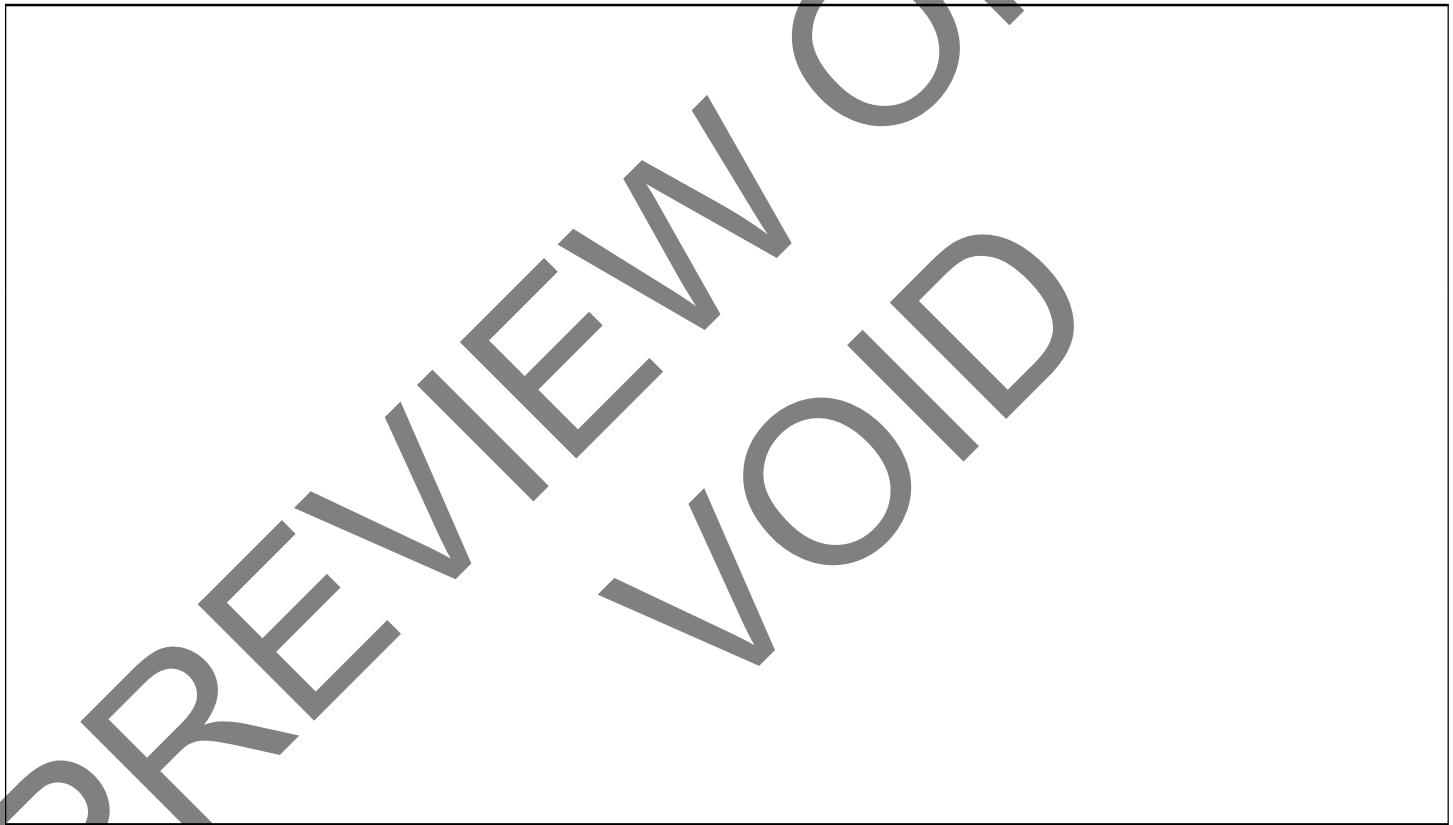
This informs the applicant of required application documents and the terms of the position's closing date. If portfolios or other documentation is required, include where/how to submit that here.

**All faculty applications must include the following:**

- Letter of application
- Curriculum Vitae
- Unofficial Transcripts
- Contact information for three (3) professional references for e-reference requests

*(Please do not request letters of recommendation) References will be automatically contacted by Kutztown University's NEOED system and asked to submit a letter*

*\*\*Official Transcripts will be required before appointment.*



Graduate and undergraduate transcripts are required for this position. Applicants may upload either official or unofficial transcripts. NOTE: Official transcripts will be required prior to appointment.

All applications for this position must be submitted via online application / resume system. If portfolios are requested, please submit portfolios as instructed above. Please do not fax, mail, or e-mail any documentation.

**EEO STATEMENT:**

Successful interviews, reference checks, background clearances (PA Criminal, Child Abuse Clearance & FBI Clearance), and demonstration of ability are requisite qualifications for all positions.

The University is very interested in hiring employees who have had extensive experience with diverse populations.

**NON-DISCRIMINATION STATEMENT:**

Kutztown University does not discriminate in employment or educational opportunities on the basis of sex, race, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or veteran status. To discuss a complaint of discrimination, please contact the Office of Social Equity, Old Main A-Wing, Room 02, by phone at 610-683-4700 or by email at [socialequity@kutztown.edu](mailto:socialequity@kutztown.edu). Pursuant to Title IX of the Education Amendments of 1972, Kutztown University does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, including admissions and employment. Any inquiries regarding the application of Title IX at Kutztown University may be made to Bradley Davis, the university’s Title IX coordinator, located in Old Main A-Wing, Room 01, by phone at 610-683-4782 or by email at [titleix@kutztown.edu](mailto:titleix@kutztown.edu). You may also contact the Office for Civil Rights located in the Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Avenue, SW, Washington, DC 20202-1100, by phone at 800-421-3481 (TDD: 800-877-8339), by fax at 202-453-6012, or by email at [OCR@ed.gov](mailto:OCR@ed.gov).

Kutztown University’s Sexual Misconduct, Anti-Discrimination, and Anti- harassment policies can be found in The Key student handbook or the [Social Equity website](#).

**ANNUAL SECURITY REPORT FIRE SAFETY REPORT (CLERY)**

Notice of availability of the Annual Security Report and Annual Fire Safety Report

The Annual Security Report and the Annual Fire Safety Report, containing policy statements, crime and fire statistics for Kutztown University, are available online. You may also request a physical copy by emailing the KU Clery Compliance Coordinator at [clery@kutztown.edu](mailto:clery@kutztown.edu).

We encourage you to post your position on outside, position specific, job boards, websites, social media platforms or other industry publications.

Standard Advertising Sites for All Faculty Ads	Additional Diverse Sites for Tenure Track Faculty Ads
<ul style="list-style-type: none"> <li>• KU website/PASSHE website</li> <li>• The Chronicle of Higher Education</li> <li>• Inside Higher Ed</li> <li>• Diverse Jobs</li> </ul>	<ul style="list-style-type: none"> <li>• Latinos in Higher Ed</li> <li>• Hispanics in Higher Ed</li> <li>• Blacks in Higher Ed</li> <li>• Insight into Diversity</li> <li>• Journal of Black in Higher Ed</li> </ul>

**Emergency Hire – Search Required:** Ad will be posted on KU website+ “Standard” and additional sites as requested.

**Please note:** Additional locations beyond those stated above will need to be funded by the respective department or college. Please enter the full cost center number.

Cost Center: \_\_\_\_\_

Please list additional ad locations below:

Location # 1 \_\_\_\_\_

Location #2 \_\_\_\_\_

Location #3 \_\_\_\_\_

Location #4 \_\_\_\_\_