Essential Duties & Responsibilities

- Conduct independent research in ________ and analyze data
- Publish research articles in peer-reviewed journals
- Prepare and deliver lectures to undergraduate or graduate students; communicate effectively in the classroom and make reasoned and timely judgments regarding the quality of the students’ work
- Write grants and secure external funding
- Demonstrate leadership and perform professional and community service
- Maintain syllabus, assignments and grade book on MyGateway
- Must have the ability to assimilate information, reason well, and to conduct classes in such a way that students are engaged as measured on the student evaluations
- Must be able to communicate effectively, efficiently and sensitively with students, peers, staff, and other members of the university community
- Must be able to demonstrate English communication skills using traditional means

The holder of this position will be provided with a office space, desktop computer, Internet access, and campus email and access to a printer. The ________ will need to maintain a regular schedule of open office hours and hours by appointment.

Reporting Lines

The holder of this position reports directly to ________. Tenure-track faculty receive, upon the recommendation of their department chair, dean and Vice Chancellor for Academic Affairs, a series of one-year appointments. All untenured regular faculty members are reviewed on teaching, research and service annually by the appropriate Unit Committee regarding their progress toward tenure. A comprehensive performance review by the Unit Committee will be conducted at the midpoint of the probationary period. No person may begin employment at UMSL until a criminal background check has been completed.

Minimum Qualifications

- PhD in ________ or being close to completion with strong training in ________.

Expectations & Measurements

The primary purpose of this position is to conduct research in ________ and to teach graduate and undergraduate courses. This position will teach a minimum of four classes per academic year as determined by the department chair. This position requires a commitment to working with diverse student and community populations.

Appointment Terms

This position is a regular term (nine-month) tenure-track appointment as Assistant Professor in the department of ________ in the College of ___________ at the University of Missouri-St. Louis.

Guidelines

The holder of this position will be expected to perform these duties in a professional manner and to abide by the Collected Rules and Regulations of the University of Missouri System.

Physical Demands & Work Environment

- Sensory perception necessary for effective communication (constantly)
- Fine motor skills to operate research equipment (frequently)
- Reasonable facility of movement to carry out teaching, research and service obligations (frequently)
OEOD e-Recruit Information Sample

Is this a National, Campus or local search?
National

Recruitment Strategy

The department’s plan for recruiting an excellent new member of the faculty begins with casting a wide advertising net in order to reach the largest possible number of highly qualified candidates.

The job will be advertised, immediately after receiving approval, in the weekly issues of _______. ______ is a free electronic web-based forum of the ________________, which ALL job seekers, without exception, use in their search. ______ job ads are the first place all academic _______ job seekers searching for a faculty position in a _______ field turn. ______ is published electronically five days of the week and its ads are available for a year.

We will employ the __________ Placement services before, during and after the August Conference in San Francisco. The _______ placement Services are employed by the vast majority applicants for entry level positions in _______.

We will publish our announcement this summer at the ___________, the _________ hard-print national publication.

In addition, we will advertise and employ the services of minority _______ doctoral students association at The PhD Project. The PhD Project holds its annual meeting for ______ position candidates and Ph.D. students during the Annual _____ Conference and its members apply for the job openings during the Conference interviews.

Our ad will also be internally advertised by UMSL and _______. All members of the committee, members of the _______ department, and the College’s faculty will personally forward the job ad to colleagues and department chairs of their acquaintance, to ask for suggestions for excellent candidates, including minority and women candidates. Of course, it should be noted that some of our acquaintances and colleagues will be reached using not only traditional but also digital and social media.

FTE:

1. Name of person requesting exception.
2. Is the position required for human safety, health, licensure compliance or animal life? No
3. List department/unit vacancies in priority order.
4. If an exception is not granted, how will you cover the position's function (2-3 lines)?
5. Is this position new or a replacement? If new, why add a new position? If replacement, who is being replaced? New; approved by the Provost.

BUDGET

1. Total base salary and benefits.___________
2. Fund/DeptID/Program/Project.