

Standard Format for Comprehensive Position Announcements (Faculty)

**The Pennsylvania State University
College of Arts & Architecture
School/Department of _____**

POSITION ANNOUNCEMENT

Position Available: (Rank) Professor of Area of Specialization [Note: it is often wise to use more flexible language re: rank so that we are not locked in when it comes to hiring. Consult with the dean and HR office for more flexible language options.]

Beginning: XXXXXX Semester, 201x

Appointment conditions:

List the basic parameters of the appointment, i.e.: This is a tenure track, 36 week appointment with the possibility of supplementary summer appointments in research and/or teaching. [Note: using more flexible language that leaves more room either tenure line or multi-year fixed term position often leads to a wider pool and flexibility in final hiring.]

Full University benefits apply. Penn State has a strong commitment to the diversity of its workforce. We encourage applications from individuals of diverse backgrounds.

Responsibilities:

List primary responsibilities of the position.

Required qualifications:

- Earned doctorate [or terminal degree] in _____ or a closely related field with emphasis in _____;
- Evidence of a commitment to developing a significant program of research, commensurate with experience;
- Evidence of a commitment to excellence in teaching and advising including a willingness to consider teaching in online environments, where appropriate, along with an interest in the use of modern technology, commensurate with experience;
- Evidence of a commitment to working collegially and with individuals from diverse backgrounds, commensurate with experience.

Desirable qualifications:

List qualifications that may not be absolutely essential but which may enhance the position and complement the attributes of other faculty in the program, i.e., interest in qualitative research methodology; teaching in public schools, etc.

The Pennsylvania State University

Penn State [<http://www.psu.edu>] is a comprehensive, multi-campus research university serving all regions of the Commonwealth, as well as the nation and the world in instruction, research, and service roles that require responsiveness to and support from society's public and private sectors. As a land-grant university, Penn State has responsibility for providing a wide array of programs in the professional and

technical disciplines, as well as a balanced offering of undergraduate and graduate programs in the arts and sciences. Penn State shares with other major research universities the traditional responsibilities to discover, develop, preserve, and disseminate knowledge.

The College of Arts & Architecture

Penn State's College of Arts and Architecture proudly serves as one of the major cultural centers between Philadelphia and Pittsburg.

The college is a comprehensive arts community committed to artistic and scholarly creativity, research and the preparation of specialized practitioners in all of the arts and design disciplines; to undergraduate general arts courses for all students; and to community engagement in its programs.

The college offers undergraduate and graduate programs in the [Department of Art History](#), the H. Campbell and Eleanor R. [Stuckeman School of Architecture and Landscape Architecture](#), the [School of Music](#), the [School of Theatre](#) and the Penn State [School of Visual Arts](#). Please visit the units' websites to learn more about the degrees they offer to approximately 1,450 students. The college also includes the [Center for the Performing Arts](#), the [Palmer Museum of Art](#), [Penn State Centre Stage](#) and [Penn's Woods Music Festival](#), which serve as important cultural resources that provide educational outreach programs for Penn State and area communities. In addition, the college is home to research centers and institutes, which help to foster a vibrant culture of inquiry that promotes excellence within the arts and design disciplines, while at the same time leveraging the potential of a comprehensive research university. The college is housed in sixteen buildings that include performance and exhibition spaces as well as specialized studios and labs.

The School/Department of (School/Department Name)

Departments may choose to provide a brief description of the department, faculty, and other relevant information.

Application procedures:

Applicants must submit letter of application documenting qualifications for the position, a current curriculum vitae, copies of official graduate transcripts (where appropriate), up to three representative reprints or preprints of scholarly publications (if available), and at least three names, mail and e-mail addresses, and telephone numbers of academic references. Applications received by Xxxxxx xx, 201x, are assured full consideration; however, applications will be received until the position is filled.

Electronic submission of all materials is strongly preferred. Send application materials to xxx. Those who do not have access to electronic mail can direct hardcopy of application materials to:

Dr. Xxxxxx Xxxxxx
Xxxxxx Search Chair
Box DC, xxx Xxxxxx Building
University Park, PA 16802

This job announcement is also available in alternate format. Employment will require successful completion of background check(s) in accordance with University policies. Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce.