

Anatomy of an External Vacancy Advertisement

To help with the external advertising essentials, the following visually indicates, the key information that should or must be included.

Job Title and Track

State the job title (Lecturer, Assistant Professor, Associate Professor, Full Professor) and if faculty, tenured/tenure track/or non-tenure track.

Job Duties

Summarize the job duties (what will the individual do?) Specify the teaching, research and service expectations for faculty positions.

Where to Apply and What to Include

Always include "Applications only accepted on-line at <https://www.tarleton.edu/jobs>

Itemize what is necessary for the application package

Marketing Statement

This statement is suggested when generally referencing Tarleton

Equal Opportunity/Affirmative Action Statement

This statement must be included in every ad

The Department of Communications at Tarleton State University, Stephenville, Texas is seeking applications for a tenure-track Assistant Professor to start in the Fall 2021 semester.

The successful candidate will be expected to teach undergraduate and graduate courses in journalism, conduct scholarly research, and provide service to the university and community.

Applicants must have earned a doctorate in Communications studies or related field. Must have experience teaching in higher education.

Applications only accepted on-line at <https://www.tarleton.edu/jobs>. Documents required: Completed online application, Cover Letter, Resume/CV, Three professional references with complete contact information, All Transcripts, if required for position (Unofficial will be accepted and are required with application. Official transcripts must be received directly from each degree-granting institution prior to a letter of appointment issued.)

Review of applications will begin immediately and continue until the position is filled.

A founding member of The Texas A&M University System, Tarleton transforms generations by inspiring discovery, leadership and inclusion through teaching and research. Degree programs for more than 14,000 students in Stephenville, Fort Worth, Waco, Midlothian, at RELLIS Academic Alliance in Bryan, and Online emphasize real-world learning that addresses regional needs while sustaining the values of excellence, integrity and respect.

Tarleton State University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer. As a member of The Texas A&M System, Tarleton will provide equal opportunity for employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity through The Texas A&M System.

Employment Date

Include proposed employment date, but only if it is long-range, such as faculty

Educational Requirements

The requirement language in an external ad must not deviate from the posted language on Tarleton's posting site.

State the educational requirements (degree, area or field of study) and any specific experience requirements. You do not have to include the preferred requirements

If you are considering ABDs for the position, you must include the same statement included on Tarleton's posting site.

Routing Workflow

Ads/Announcements with no cost

→ Email text/format to employment@tarleton.edu
→ Get ES approval
→ Department for Placement

Ads/Announcements with cost

→ Get a quote/format from vendor
→ Email text/format to employment@tarleton.edu
→ Get ES approval
→ Attach approval to Buy A&M and route
→ Department for Placement