**Sample Position Advertisement - Faculty of Arts and Sciences**

*Please note that this is an example of an advertisement that conforms to the* [*FAS advertisement guidelines*](https://fas.yale.edu/book/ladder-faculty-search-procedures/3-search-materials-approval-procedures)*. Departments/Programs may feel free to rewrite as desired, bearing those guidelines in mind.*

**Position Title**: **Rank, Subfield** (see the [Interfolio Search Position Naming Guidelines](https://fas.yale.edu/interfolio-search-position-naming-conventions-guidelines) for more details)

Position URL: TBD (Interfolio generates)

**Position Description**

The [INSERT DEPARTMENT/PROGRAM] at Yale University is looking to hire a [full-time / part-time] [tenure-track / tenured / non-tenure-track] [INSERT RANK] with an initial [X-year] appointment in [INSERT FIELD/SUBFIELD] beginning [July 1, YEAR]. [INSERT APPLICABLE RESEARCH SPECIALIZATION / OTHER RESPONSIBILITIES HERE.] The teaching expectation is normally XX courses per academic year, plus service to the program, including XXXXX. The focus of the courses would be [INSERT FIELD/SUBFIELD/TOPICS], but candidates who can also work beyond that field, such as teaching [INSERT FIELD/SUBFIELD/TOPICS] are encouraged to apply.

[Full-time lectors at Yale are responsible for the equivalent of 6 courses per academic year, often realized through teaching 5 term courses and providing 1 course equivalent of administrative, pedagogical, or other service in support of the academic priorities of the University. They are eligible for Yale’s generous package of benefits, including health coverage, and they are encouraged to participate in the wide range of professional development opportunities offered through the Center for Language Study, the Poorvu Center for Teaching and Learning, and the Faculty of Arts and Sciences Dean’s Office.]

**Qualifications**

The appointee must hold a Ph.D. or equivalent degree or have completed all requirements for the Ph.D. by [MONTH PRIOR TO START DATE]. [Insert other qualifications here if applicable, such as: Applicants should have native or near-native fluency in both Modern Standard Arabic and English; the ability to teach colloquial Arabic courses, preferably Levantine; teaching experience with an integrated skills approach; and training in second language methodology/pedagogy. An MA in the teaching of Arabic to speakers of other languages and ACTFL certification are strongly recommended; PhD or equivalent degree at time of hire preferred.]

**Application Instructions**

Applicants should submit an application via [insert application link here]. They should submit a cover letter, CV, teaching statement, writing sample, and [*(for non-tenured appointments only)* names of three references / arrange to upload three letters of recommendation]. [INSERT OTHER REQUIREMENTS HERE]

Review of applications will begin [XX Insert date here that is at least 30 days from when the department is cleared to advertise the position] and will continue until the position is filled. For questions regarding this position, please email [Insert most appropriate contact reference here; it is normally the chair, search chair, or chair’s assistant or equivalent].

**Equal Employment Opportunity Statement** *[The EEO Statement is automatically included in all Yale Interfolio positions; when publishing job advertisements in online professional journals, please make sure to add this statement.]*

Yale University is an Affirmative Action/Equal Opportunity employer. Yale values diversity among its students, staff, and faculty and strongly welcomes applications from women, persons with disabilities, protected veterans, and underrepresented minorities.