

## Rice University Faculty Search Advertisement Requirements

	Assistant Professor Search	Associate/Full Professor Search	Open Rank Search in which an Assistant Professor Might be Selected
Advertisement Requirement	<p style="text-align: center;">Advertisement in a recognized national, professional journal related to the field of scholarship. May be in print or on-line.</p> <p style="text-align: center;">If placed on-line, the advertisement must be posted for a minimum of 30 days, must be viewable to the public without payment of subscription and/or membership charges, and documentation must include evidence of the start and end dates of the advertisement placement and the text of the advertisement. Two time-stamped screenshots of an online ad displaying the start and end date of the ad are the preferred documentation.</p>		
Job Title	<p style="text-align: center;">Include the job title in the advertisement. The title must be consistent across all advertising (and in any subsequent offer letters).</p>		
Geographic reference	<p style="text-align: center;">Within the advertisement, there must be a reference to Rice being located in Houston, Texas. It could be as simple as "Rice University, located in Houston, Texas..."</p>		
Minimum Education Requirement	<p style="text-align: center;">PhD* in xxx or related field</p> <p style="text-align: center;"><i>Ex: PhD in Chemistry or related field.</i></p> <p>If a PhD is not the terminal degree in this specific area then the terminal degree should be substituted.</p>	<p style="text-align: center;">PhD* in xxx or related field</p> <p style="text-align: center;"><i>Ex: PhD in Chemistry or related field.</i></p> <p>If a PhD is not the terminal degree in this specific area then the terminal degree should be substituted.</p>	<p style="text-align: center;">PhD* in xxx or related field</p> <p style="text-align: center;"><i>Ex: PhD in Chemistry or related field.</i></p> <p>If a PhD is not the terminal degree in this specific area then the terminal degree should be substituted.</p>
Minimum Experience Requirement (if truly using as disqualifier)	<p>Typically work experience is not required for an assistant professor.</p>	<p>This is helpful but should only be noted in cases which applicants would only be considered if they meet the minimum experience requirement, and all applicants who do not meet the requirement will be excluded from consideration.</p> <p style="text-align: center;"><i>Ex: Requires five years of university level teaching and research in the area of xxx.</i></p>	<p>For an open search that might result in an assistant professor hire, no past work experience would typically be required.</p>
General Job Duties	<p style="text-align: center;">A brief description of the work to be performed by the person in this position. Should include something like: "Will teach undergraduate (and/or graduate) classes in <i>[field of study]</i>, conduct high-quality research in <i>[field of research]</i>, publish papers in top journals, and present at conferences." This wording can be adjusted for the position, but must explicitly state the core duty of teaching.</p>		
Contact Information	<p style="text-align: center;">Details on what application materials are necessary and how/where they should be submitted. Should note if there is a deadline for applying.</p>		
Required EEO Tag Line (this is required for all Rice job advertisements; not just faculty).	<p style="text-align: center;">Equal Opportunity Employer – Females/Minorities/Veterans/Disabled/Sexual Orientation/Gender Identity or</p> <p style="text-align: center;">Rice University is an Equal Opportunity Employer with commitment to diversity at all levels, and considers for employment qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national or ethnic origin, genetic information, disability or protected veteran status.</p>		

**Save a copy of the full advertisement, preferably two screenshots, which show publication name and start and end dates of publication!**