

## 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>Advertisement in a recognized national, professional journal related to the field of scholarship. May be in print or on-line.</p> <p>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. A screenshot of an online ad is the preferred documentation.</p> |                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                        |
| Job Title                                                                                   | <p>Include the job title in the advertisement. The title should include the rank and the area of teaching/research. Titles must be consistent across all ads and offer letters.</p>                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                        |
| Geographic reference                                                                        | <p>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>PhD* in xxx or related field by July 1, xxxx<br/><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>PhD* in xxx or related field<br/><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>PhD* in xxx or related field<br/><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><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>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 include reference to teaching.</p>                                                                                                |                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                        |
| Contact Information                                                                         | <p>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/<br/>Sexual Orientation/Gender Identity</p> <p>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 a screenshot, which shows name and date of publication!**