**FACULTY POSTING TEMPLATE**

**JOB POSTING TITLE:**

**NOTE: The text in** red **is what needs to be tailored to the needs of the college/unit.**

**ALL OF THE INFORMATION REFLECTED BELOW THE LINE SHOULD BE COPIED AND PASTED INTO THE JOB DESCRIPTION SECTION (IN THE CURRENT ORDER) ON THE JOB REQUISITION ONCE THE RELEVANT INFORMATION HAS BEEN INCLUDED.**

**REMINDER: This posting template form is not intended to be attached to the job requisition as supporting documentation or in place of OIE’s recruitment plan. It is a tool for the college/unit to use to create consistent and standardized job requisitions.**

**The Opportunity**

<This is where you would provide the job description details including information related to terms of the appointment (e.g., 9- or 12-mo, tenure track, visiting), the expected job responsibilities, reporting structure, etc.) as well as information regarding your college and department. >

**REMINDER: Please carefully consider the potential job title(s) and review the posted job description and responsibilities for this position as** **changes will not be allowable after the posting has gone live.**

**Carefully review the staffing plan to determine if it is appropriate to recruit for multiple, like positions as adding positions will not be allowable after the posting has closed. If multiple like positions will be requested, the college/unit must work with FE-PA to post as an Evergreen requisition. In these instances, the Faculty Recruitment Plan document(s) for the individual job requisitions must be attached to the subordinate (Do Not Post, or DNP) requisitions for review and approval by OIE prior to FE-PA creating an Evergreen requisition.**

**Minimum Qualifications:**

<This is where you would provide the credentials the applicant **is expected to have** for consideration. Note that all requested degrees **must** state ‘***from an accredited institution***’ to remain in compliance for accreditation purposes. Further, if the candidate must meet the degree requirement at the time of application, then their degree must have already been conferred by the time the posting closes. If the degree must be completed by the time they begin their appointment, then a statement indicating that must be included.>

**REMINDER: Please carefully consider the minimum qualifications, including the qualifying degrees and related discipline(s), as changes will not be allowable after the posting has gone live. If further information or guidance is needed in this regard, please refer to the Faculty Teaching Qualifications Discipline Descriptions which can be found on the Academic Program Quality (APQ) website at** [**https://apq.ucf.edu/fq/fqteaching/dd/**](https://apq.ucf.edu/fq/fqteaching/dd/)**, or reach out to the APQ office or your assigned Faculty Excellence-Personnel Administration representative.**

**Preferred Qualifications:**

<This is where you would list credentials, experience, and/or knowledge the applicant may have for preferred consideration. These are ‘wish list’ items that would be nice to have but are not essential for consideration. These are items that may be used for further applicant pool screening purposes beyond the minimum qualifications. Note that if any of these attributes are needed for success in the position, then this information should be moved back to either the **Job Description** or **MQs** section.>

**REMINDER: Please carefully consider the preferred qualifications as changes will not be allowable after the posting has gone live.**

**Additional Application Materials Required:**

UCF requires all applications and supporting documents be submitted electronically through the Human Resources employment opportunities website, <https://www.ucf.edu/jobs/>.  In addition to the online application, candidates should upload a cover letter, a current curriculum vitae, and a list with contact information for three (3) professional references.

The selected candidate will be required to submit official transcripts (and, as applicable, U.S. degree equivalency evaluations) documenting the conferral of their qualifying academic credentials.

**NOTE:** Please have all documents ready when applying so they can be simultaneously uploaded. Once the online submission process is finalized, the system does not allow applicants to submit additional documents later.

Questions regarding this search should be directed to**:** John Doe, <Title>, at <email address> <phone number>.

**Special Instructions to the Applicants:**

<This is where you would provide information that may relate to notifications re C&G or AUX positions, time limited/visiting appointments, citizenship requirements, expected travel, etc., as needed and applicable.>

**Job Close Date:**

This is where you would reflect the anticipated date that this job requisition should close. Keep in mind that faculty job requisitions close on Thursdays. If no close date has been identified and the college/unit would like to keep the requisition open until an adequate pool of candidates has been generated, the position close date can be listed as ‘*Open until filled*’:

MM/DD/YYYY or *Open until filled*.

**Note to applicants:** Please keep in mind that a job posted as ‘*Open until filled*’ may close at any time without notice. As such, we encourage you to submit your application and all required documentation as quickly as possible to ensure consideration for the posted position.

**Are you ready to unleash YOUR potential?**

As a next-generation public research university and Forbes-ranked top employer in Florida, we are a community of thinkers, doers, creators, innovators, healers, and leaders striving to create broader prosperity and help shape a better future. No matter what your role is, when you join Knight Nation, you’ll play an integral role at one of the most impactful universities in the country. You’ll be met with opportunities to connect and collaborate with talented faculty, staff, and students across 13 colleges and multiple campuses, engaging in impactful work that makes a positive difference. Your time at UCF will provide you with many meaningful opportunities to grow, you’ll work alongside talented colleagues on complex projects that will challenge you and help you gain new skills and you’ll have countless rewarding experiences that go well beyond a paycheck.

**Working at UCF has its perks! UCF offers:**

* Benefit packages, including Medical, Dental, Vision, Life Insurance, Flexible Spending, and Employee Assistance Program.
* Paid time off, including annual (12-month faculty) and sick time off and paid holidays.
* Retirement savings options.
* Employee discounts, including tickets to many Orlando attractions.
* Education assistance.
* Flexible work environment.
* And more…For more benefits information, view the UCF Employee Benefits Guide [click here](https://hr.ucf.edu/current-employees/benefits/).

**Unless explicitly stated on the job posting, it is UCF’s expectation that an employee of UCF will reside in Florida as of the date the employment begins.**

**Additional Requirements related to Research Positions:**

Pursuant to Florida State Statute 1010.35, prior to offering employment to certain individuals in research-related positions, UCF is required to conduct additional screening. Applicants subject to additional screening include any citizen of a foreign country who is not a permanent resident of the U.S., or who is a citizen or permanent resident but is affiliated with or has had at least 1 year of education, employment, or training in China, Cuba, Iran, Russia, North Korea, Syria, or Venezuela.

The additional screening requirements only apply to research-related positions, including, but not limited to faculty, graduate positions, individuals compensated by research grants or contract funds, post-doctoral positions, undergraduate positions, visiting assistant professors, and visiting research associates.