KUTZTOWN UNIVERSITY – ADVERTISING FORM FOR FACULTY SEARCHES

(Please type in blue-shaded spaces.)

Position Number	
Position Title	
College / Department	
Department Chair	Date:
Search Committee Chair	
Dean / Director	Date:

Emergency Hire: Yes No Ad required: Yes No **Rollover:** Yes No	**Kutztown University of Pennsylvania enrolls approximately 7,500 students across its graduate and undergraduate programs.** Located in a charming rural setting in Kutztown, Pennsylvania, the University is just a 20-minute drive from the metropolitan areas of Allentown/Bethlehem and Reading, and about an hour from the Philadelphia metropolitan area. The University seeks to hire employees with experience working with diverse populations.

Job Summary:
This is a brief description about the position so that someone from outside of KU can understand the job responsibilities.
 	
Position Type:
 	
  Full-Time
 	
  Part-Time
 	
  Tenure Track
 	
  Temporary Full-Time
 	
  Temporary Part-Time
 	
  Other (Specify)
 	
Courses to be Taught:
  Undergraduate
  Graduate
  Both
  Does not apply	

(Please type in the blue-shaded spaces.)

Minimum Qualifications:
These are the qualifications that a candidate must have for this position. Please remember that what you have here will be the criteria on your matrix. Bullet points are acceptable.

Education:

M.A.	Ed.D.
M.S.	Ph.D.
M.Ed.	DSW
MFA	Doctorate (No Specification)
MSW	Other
MBA	

Experience:

Teaching (YRS.)

Professional

Does not apply

Other

Preferred Qualifications:
This is your "wish list" for candidates. This will also be on your matrix. Bullet points are acceptable.

Education:

M.A.	Ed.D.
M.S.	Ph.D.
M.Ed.	DSW
MFA	Doctorate (No Specification)
MSW	Other
MBA	

Experience:

Teaching (YRS.)

Professional

Does not apply

Other

(Please type in the blue-shaded spaces.)

Supplemental Information This informs the applicant of required application documents and the terms of the position's closing date. If portfolios or other documentation is required, include where/how to submit that here. **All faculty applications must include the following:** - Letter of application - Curriculum Vitae - Unofficial Transcripts - Contact information for three (3) professional references for e - reference requests (**Please do not request letters of recommendation**) References will be automatically contacted by Kutztown University's NEOED system and asked to submit a letter of recommendation. **Official Transcripts will be required at the time of interview	Unless the above instructs applicants to do otherwise, all applications for this position must be submitted via our online application/resume system. Please do not fax, mail, or e-mail any documentation.
EEO Statement	Successful interview, reference checks, background clearances (PA Criminal, Child Abuse Clearance & FBI Clearance), and demonstration of ability are requisite qualifications for all positions. The University is very interested in hiring employees who have had extensive experience with diverse populations.
Non-Discrimination Statement	**Non Discrimination Statement** Kutztown University does not discriminate in employment or educational opportunities on the basis of sex, race, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or veteran status. To discuss a complaint of discrimination, please contact the Office of Social Equity, Old Main A-Wing, Room 02, by phone at 610-683-4700 or by email at socialequity@kutztown.edu. Pursuant to Title IX of the Education Amendments of 1972, Kutztown University does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, including admissions and employment. Any inquiries regarding the application of Title IX at Kutztown University may be made to Bradley Davis, the university's Title IX coordinator, located in Old Main A-Wing, Room 01, by phone at 610-683-4782 or by email at titleix@kutztown.edu. You may also contact the Office for Civil Rights located in the Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Avenue, SW, Washington, DC 20202-1100, by phone at 800-421-3481 (TDD: 800-877-8339), by fax at 202-453-6012, or by email at OCR@ed.gov. Kutztown University's Sexual Misconduct, Anti-Discrimination, and Anti-

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Annual Security Report Fire Safety Report (Clery)	harassment policies can be found in The Key student handbook or online at https://www.kutztown.edu/about-ku/administrative-offices/social-equity.html. **Notice of availability of the Annual Security Report and Annual Fire Safety Report** The Annual Security Report and the Annual Fire Safety Report, containing policy statements, crime and fire statistics for Kutztown University, is available online. You may also request a physical copy by emailing the KU Clery Compliance Coordinator at clery@kutztown.edu.

We encourage you to post your position on outside, position specific, job boards, websites, social media platforms or other industry publications.

Standard Advertising Sites for All Faculty Ads	Additional Diversity Sites for Tenure Track Faculty Ads
✓ KU website/PASSHE website ✓ The Chronicle of Higher Education ✓ Higher Ed Jobs ✓ Inside Higher Ed ✓ Diverse Jobs	✓ Latinos in Higher Ed ✓ Hispanics in Higher Ed ✓ Blacks in Higher Ed ✓ Insight to Diversity ✓ Journal of Blacks in Higher Ed

Emergency Hire - Search required:
Ad will be posted on KU website+ "Standard" and additional sites as requested.

Please note: Any additional locations beyond those stated above will need to be funded by the respective department or college. Please enter the full cost center number.

Cost Center:

Please list additional ad locations below.