



Kutztown University
Of the Pennsylvania State System of Higher Education
Kutztown, PA 19530

Faculty Advertising Request Form

TO BE COMPLETED BY PERSONNEL / AFFIRMATIVE
ACTION OFFICES

SUBMIT TO: PROVOST'S OFFICE

GENERAL INSTRUCTIONS: Please complete the text for the advertisement and fill out the fields on the second page. Submit both pages of this form to the Dean's office and Provost's office for approval. Placements will be submitted once final approval has been given and budget permitting.

POSITION TITLE:*

POSITION #:*

DATE:

ADVERTISEMENT TEXT: (Narrative Form, Single Space, and Begin with Identification of Academic Department or area)

Requesting Department Approval

Date

Contact Person (please print)

Date

Information Provided by

Date

Dean Approval

Date

Provost's office Approval

Date

Recruitment Information

Position Title:

Contact Person:

Department:

Last Date for Applications:

Position Type:

- ☐ Full-Time ☐ Part-Time ☐ Tenure Track
- ☐ Temporary Full-Time ☐ Temporary Part-Time
- ☐ Other (Specify)

Education:

- ☐ M.A. ☐ M.S. ☐ M.Ed. ☐ MFA ☐ MSW
- ☐ Ed.D. ☐ Ph.D. ☐ Doctorate (no specification) ☐ DSW

Experience:

- ☐ Teaching ☐ Does not apply
- ☐ Professional ☐ Other

_____ Years Experience Preferred:

Courses to be Taught:

- ☐ Undergraduate ☐ Both
- ☐ Graduate ☐ Does not apply

Course List:

Standard Advertising Sites for All Faculty Ads

Diversity Sites for Tenure Track Faculty Ads

Budget Allocation: \$1200 Tenure Track; \$900 Temporary / Rollovers are posted on KU website only

- ✓ KU website/PASSHE website
- ✓ Higher Ed Jobs
- ✓ Inside Higher Ed
- ✓ Indeed
- ✓ The Chronicle of Higher Education (\$370 / 30 days)
- ✓ Diverse Jobs – (\$305 / 30 Days)

- ☐ Latinos In Higher Ed - (\$295 / 90 Days)
- ☐ Blacks in Higher Ed - (\$175 /60 Days)
- ☐ Hispanics in Higher Ed - (\$175 /60 Days)
- ☐ Journal of Blacks in Higher Ed - (\$265 / 60 Days)
- ☐ LinkedIn – (\$150/30 days)

Additional Location(s): include name and website URL

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