

Faculty Job Requisition

Below are the three sections of the job requisition that have open text fields. Guidance is also provided regarding information that should be included in a job requisition. Additional information may be added by HR, if required.

JUSTIFICATION – This will not be included in the posting.

- Reason for filling the position
- Incumbent's salary
- Requested salary range - Note: If range is greater than incumbent's salary, email approval for the higher salary range should be obtained through your chain of command and attached to the job requisition.
- Where and how long to advertise this position – *please consider sources that will assist in generating a diverse pool of candidates.*

JOB DESCRIPTION SUMMARY – This will be included in the posting.

Southeastern Louisiana University's Department of *[name of department]* invites applications for the position of *[Title of position; if part time please include part time in the title]*. *[Job summary of the duties, etc.]*

[Include here any information specific to this position that may be considered out-of-the ordinary for other positions. For example, night shift, uniform requirements, travel requirements, etc.]

[If this position has been approved through the president for remote work, the following sentence will be added here] This position is eligible for Remote Work.

REQUIRED QUALIFICATIONS

[List all required qualifications for this position including education, years/type of experience, and any other qualifications that will be necessary for the applicant to qualify for this position. Note: These must be measurable such as the type of degree and field of study, # of years and type of experience, etc.]

PREFERRED QUALIFICATIONS

[List any preferred qualifications for this position including education, years/type of experience, and any other qualifications that are preferred. An example of a preferred qualification may be a license or certification.]

DESIRED KNOWLEDGE, ABILITIES AND SKILLS

[List any desired knowledge, abilities and skills]

REQUIRED DOCUMENTS

Cover Letter

Resume/Vita

Copies of Transcripts (Only an unofficial transcript for the Highest degree is required at application. Official transcripts for all degrees will be required upon employment.)

[Add any other documents you wish to require for this position; for example, Research Statement, sample writings, sample art work, etc. Note: A candidate will not be moved to the screen step by HR if they do NOT have all required documents.]

JOB DESCRIPTION – This will not be included in the posting.

[List the duties of the position – this information will not be included in the posting.]