

## Suggestions/Expectations When Creating a Faculty Requisition/Posting

As you move forward with creating requisitions/posting in the People Admin system for new faculty positions, there are several suggestions or expectations to keep in mind.

1. The following language has been developed by Communications and Marketing and should be used in the ads. This language is added in the Job Description Summary.

*Oakland University is a nationally recognized doctoral research institution located on 1,443 acres of scenic land in the cities of Rochester Hills and Auburn Hills in Oakland County, Michigan. The University has 132 bachelor's degree programs and 138 graduate degree and certificate programs. Academics include programs in the College of Arts and Sciences, School of Business Administration, School of Education and Human Services, School of Engineering and Computer Science, School of Health Sciences, School of Medicine and School of Nursing.*

2. All postings should include this language "Candidates must demonstrate experience with or a commitment to diversity and inclusion." This language is included in the Job Description Summary and should be included in your selection criteria as one factor on which candidates will be measured.

3. Include a Diversity Statement as a required document for applicants to submit on all postings. In the Special Instructions to Applicants section describe what is required in that statement such as, "Candidates will provide a Diversity Statement that describes their interest or efforts in furthering diversity and inclusion, e.g., through mentoring, pedagogy, activism, faculty recruitment/retention, or research on issues related to diversity and social inequality."

4. Always include unofficial transcripts in Required Documents. We will also be asking the academic units to complete the form that addresses Higher Learning Commission requirements. More information will be provided in a subsequent communication.

5. Do not list reference letters as Required Documents or Optional Documents. You can include in Special Instructions to Applicants that contact information for references will be requested in the Professional References section of the application and a link provided through which references can submit letters.

Indicate "Yes" to Reference Requests section of the requisition and give a long end date for submission of letters by the references. That will ensure you can see the applicant's materials even if all reference letters have not yet been provided.

6. The minimum qualifications in most cases are only the required degree and the discipline or related discipline. Other expected experience and background should be included in the job description and selection criteria.

7. To ensure efficient processing, it is helpful for the search chair to be identified when the requisition is created. Please contact us to make sure that individual is assigned this user group in the system so they can see and move the requisition through the process.

8. Do not include a close date in the requisition or advertisements. Positions should be open until filled. You can indicate a date reviews will begin, such as "For full consideration, apply by (date)" or "Review of applications will begin on (date) and continue until the position is filled."

9. If you include a link to the website, do not use a link from past postings. Use the "Quick Link" noted on the requisition that looks like this <http://jobs.oakland.edu/posting/#####> (five digit number).

10. For full time tenure track positions, please include in your recruitment plan advertisements in The Chronicle for Higher Education or Academic Keys, and Diverse Issues in Higher Education. Recruitment plans should also include all other recruitment resources that are discipline specific including those targeted at recruiting a diverse applicant pool.