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| Northern Arizona University logo | Form A1 - Faculty, Administrative Faculty and Academic Professional Vacancy Announcement Guidepost |

## Position Announcement

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| **Position Title:**  |  |
| **Department:**  |  |

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| **Special Information** (This is the first item job seekers will see on your job posting. It should capture their attention and give a brief, high-level summary of the position being filled.) |
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| **Job Description** (Describe the job duties, the work environment – including flexibility of the position, work location, etc., and discuss the expectations surrounding inclusive excellence) |
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| **Minimum Qualifications** (objectively measured, precise qualifications reflecting the true minimum of what’s needed for the role; avoid vague terminology like “excellence,” “commitment” and others that are unclear to job seekers and hard to measure for the committee) |
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| **Preferred Qualifications** (Include at least one item that addresses a commitment to diversity, equity, inclusion and justice; have clear parameters for how you will measure each qualification from application materials) |
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| **General Information** (Information on NAU is pre-built into the ePOST. You may select the **short**, **medium** or **long** general NAU descriptions. You **should also include** information pertaining to the specific department/unit or college in which this position resides – what initiatives are you working on, what are your student demographics, what are you doing around DEIJ, what are unique features of your department compared to other universities; be sure to add relevant hyperlinks as [**meaningful text**](https://wcag.com/blog/writing-meaningful-link-text/).) |
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| **Salary** (you may include the base of the range, the full range, or no salary) |
| Commensurate with experience and academic qualifications. |
| **Application Deadline** (Must be posted for a minimum of 30 days, if it will be posted longer, please assign a date) |
| This position will be open until filled or closed. Review of applications will begin on [30 days after approval]. |
| **Application Procedure** (Please include the types of documents required with the application submission. Ask for only what is needed to do the initial matrixing to avoid an overly cumbersome application process.)  |
| Standard:Application must include: (1) a cover letter highlighting your particular qualifications for this position; (2) a curriculum vitae; (3) a statement of teaching philosophy; (4) a statement of research interests; (5) [a one-page statement on your commitment to diversity, equity, inclusion, and justice](https://in.nau.edu/center-for-university-access-and-inclusion/deij-statement/); and (6) names and contact information for three references.  Save all items as PDF and/or Word documents. |
| **Equal Employment Opportunity Statement** (pre-built in the ePOST; make sure all external ads include it as well) |
| Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples.  |

Form A-1 Revised 12/2022