**NinerTalent Faculty Position Management Blueprint**

This template is provided for Search Committees and Department Chairs, so they can provide essential information needed to complete the position description and posting in NinerTalent. This information needs to be provided to the Initiator.

*\*Fields that are visible to candidates*

|  |  |  |
| --- | --- | --- |
| **Position Details** |  | |
| \*Division | Will always be Academic Affairs | |
| \*College |  | |
| \*Briefly describe the primary purpose (mission) of your unit or department |  | |
|  | *What is the primary purpose of your department (ie. Briefly list your mission statement, departmental goals, etc.). User this space to “sell” your department to potential applicants and tell applicants why it is a great place to work.* | |
| \*Position Designation | Designates the position as faculty | |
| \*Working Title |  | |
|  | *Title of the position, can be discipline specific* | |
| Work Location |  | |
| Sensitive Duties |  | |
|  | *Unless this position has been designated by Human Resources, Financial Services, or Reseach Services as "Sensitive" please check "Not Applicable"* | |
| \*Description of Work | Template description based on the classification chosen for the faculty position. | |
| \*Essential Duties and Responsibilities |  | |
|  | *If this position has Administrative responsiblities please include an estimate of % of time for duty / responsibility between teaching / administrative duties)* | |
| \*Minimum Education, Skills and Experience | A very generic template description of the minimum education required based on SACS requirements. Description is based on the classification chosen for the faculty position. | |
| \*Department Preferred Education, Skills and Experience |  | |
|  | *Detail the preferred education requirements and/or qualifications that your department is looking for in a candidate. What education, skills and/or experience are you looking for in an applicant to best suit the needs of the department?* | |
| \*Necessary Certifications / Licenses |  | |
|  | *Detail the certifications and/or license requirements that your department is looking for in a candidate* | |
| \*Employment Type |  | |
|  | *“Permanent – Full-Time” is for Faculty positions funded by General funds or positions that are for a very specific amount of time.*  *“Time Limited – Full-Time” could be for faculty positions funded by Non-General funds* | |
| \*If time-limited (e.g. grant funded, term contract), please indicate budget end date |  | |
|  | *Enter the date in which the funding for the time - limited position ends* | |
| \*Months Per Year |  | |
|  | *Faculty positions can be 9 or 12 month positions.* | |
|  |  | |
| **Supervisor of Position** |  | |
|  |  | |
| **Funding Source** |  | |
| Index/Fund |  | |
| Account |  | |
| Amount |  | |
| Percentage |  | |
| Please Indicate Funding Source Position # |  | |
| Fund Source |  | |
| **ADA Compliance Form** |  | |
| *Click the link below each field for definitions. A popup window will appear.*  *For guidance here is a section of the Job Responsibilities and Essential Functions for Tenured and Tenure-Track Faculty Essential Physical Activities and General Requirements of the Position*   1. *Communicating. Ability to clearly express and discuss complex, nuanced ideas in a variety of settings including traditional classroom environments, and face-to-face exchanges with students and colleagues.* 2. *Discerning. Ability to determine the accuracy, thoroughness and appropriateness of work assigned and submitted to include evaluation of student work and providing feedback.*   *Collecting, organizing, and evaluating information. Ability to collect and organize course information and deliver it to students; to plan courses in relevant field of study, to evaluate student work, and to complete administrative responsibilities related to teaching.* | | |
| Physical Activity | |  |
| Physical Requirements | |  |
| Visual Activity Requirements | |  |
| Working Conditions | |  |
| **Supplemental Documentation** | |  |
| Organization Chart | | Only submit an org chart when the faculty position has administrative duties. |