1. **SAMPLE AD FOR COLLEGE FELLOW**

**COLLEGE FELLOW IN [DEPARTMENT or FIELD]**

Harvard University

Faculty of Arts and Sciences

Department of [DEPARTMENT NAME]

Cambridge, MA

**Position Description:** The Department of [DEPARTMENT NAME] seeks applications for a College Fellow in [FIELD]. The appointment is expected to begin on [DATE]. The College Fellow will have teaching responsibilities, with 25 percent of the appointment reserved for the Fellow’s own research. Teaching duties will include [DESCRIPTION OF TEACHING RESPONSIBILITIES, SUBJECTS OF INSTRUCTION AND LEVELS OF INSTRUCTION, OTHER DUTIES IF APPLICABLE. E.g., “The Fellow may also advise and evaluate senior theses.”]

The appointment is for one year, with the possibility of renewal for a second year, contingent on performance, position availability, curricular need, and divisional dean authorization.

Keywords:\*

faculty, instructor, lecturer, fellow

Boston, Cambridge, Massachusetts, MA, Northeast, New England

[Fields: Any plausible synonyms for the specific field or discipline of the position should be listed. For example, for a search in plant biology, the following keywords might be included: botany, plant science, plant biodiversity, systematics, organismic biology, phylogenetics, and ecology.]

**Basic Qualifications:** Doctorate or terminal degree in [FIELD] or related discipline required by the expected start date and must have been received no earlier than [INSERT YEAR FOUR YEARS PRIOR TO THE ACADEMIC YEAR THAT THE APPOINTMENT WILL BEGIN. E.g., “no earlier than 2012” for appointments beginning in AY 2016-2017.]

**Additional Qualifications:** Demonstrated strong commitment to teaching is desirable. [DESCRIBE ANY ADDITIONAL QUALIFICATIONS.]

**Special Instructions:** Please apply through the ARIeS portal (<https://academicpositions.harvard.edu>). Detailed requirements, position information, and a link to the online application are available at <https://facultyresources.fas.harvard.edu/college-fellows-program>. Complete applications, including letters of reference, must be submitted no later than [DATE]. For letters of reference, please provide in the online application the names and contact information of 3-5 referees, who will be asked by a system-generated email to upload a letter of recommendation once the candidate’s application has been submitted. Three letters of recommendation are required, and the application is considered complete only when at least three letters have been received.)

Harvard University continues to place the highest priority on the health, safety and wellbeing of its faculty, staff, and students, as well as the wider community. Please note that all new faculty and other employees will be required to provide confirmation of primary series COVID-19 vaccination upon hire, as detailed on our [COVID-19 Vaccine Requirement Webpage](https://huhs.harvard.edu/covid-19-vaccine-requirement-faqs#gsc.tab=0). Individuals may claim exemption from the vaccine requirement for medical or religious reasons. Additional information regarding this requirement, exemptions, verification of vaccination status, and other related policies and resources may be found on the University’s [COVID-19 Information Website](https://huhs.harvard.edu/covid-19-information#gsc.tab=0).

Harvard University is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, sex, gender identity, sexual orientation, religion, creed, national origin, ancestry, age, protected veteran status, disability, genetic information, military service, pregnancy and pregnancy-related conditions, or other protected status.

**Contact Information:** Office for Faculty Affairs, [facaff@fas.harvard.edu](mailto:facaff@fas.harvard.edu)

[\*In order to improve the searchability of online job advertisements, it is helpful to include keywords within the position description section of the online posting. These keywords should capture various terms for which job seekers might search for title/rank, location, and field/discipline of the position but that are not included in the position description.]