## SAMPLE AD FOR TENURE-TRACK PROFESSOR

**TENURE-TRACK PROFESSOR 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 to appoint a tenure-track professor in [BROAD FIELD]. The appointment is expected to begin on [DATE]. The tenure-track professor will be responsible for teaching at the undergraduate and graduate levels, [DESCRIPTION OF TEACHING RESPONSIBILITIES, SUBJECTS OF INSTRUCTION, OTHER DUTIES IF APPLICABLE].

Keywords:\*

assistant, associate, faculty, instructor, tenure track

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

[Fields: Any plausible synonyms for the specific field or discipline of the faculty 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 time the appointment begins [with exceptions, as appropriate, for appointments in the arts].

**Additional Qualifications:** Demonstrated strong commitment to teaching and advising is desired.

**Special Instructions:** Please submit the following materials through the ARIeS portal (<https://academicpositions.harvard.edu>). [Choose one: “Applications must be submitted no later than [DATE]” or “Candidates are encouraged to apply by [DATE]; applications will be reviewed until the position is filled.”]

1. Cover letter

2. *Curriculum Vitae*

3. Teaching/advising statement (describing teaching philosophy and practices)

4. Research statement

5. Statement describing efforts to encourage diversity, inclusion, and belonging, including past, current, and anticipated future contributions in these areas.

6. 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. At least one letter must come from someone who has not served as the candidate’s undergraduate, graduate, or postdoctoral advisor.

7. Publications or copies of creative works, if applicable

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 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:** [CHAIR OF SEARCH COMMITTEE], Search Committee, Department of [DEPARTMENT NAME], [EMAIL ADDRESS]

[\*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.]