## SAMPLE AD FOR SENIOR PRECEPTOR

**SENIOR PRECEPTOR IN [SUBJECT OF INSTRUCTION]**

Harvard University

Faculty of Arts and Sciences

Department of [DEPARTMENT NAME]

Cambridge, MA

**Position Description:** The Department of [DEPARTMENT NAME] seeks applications for a senior preceptor in [SUBJECT OF INSTRUCTION]. The appointment is expected to begin on [DATE]. The senior preceptor will be responsible for teaching [DESCRIPTION OF TEACHING RESPONSIBILITIES, SUBJECTS OF INSTRUCTION AND LEVELS OF INSTRUCTION]; administrative duties include [CITE TRAINING/SUPERVISION OF INSTRUCTORS AND OTHER DUTIES, AS APPROPRIATE]. The position is for five years and renewable contingent upon performance, enrollments, and curricular need.

Keywords:\*

faculty, instructor, lecturer, language, linguistics

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:** The successful applicant should have experience in teaching and administering [SUBJECT OF INSTRUCTION], and [DESCRIBE NECESSARY AREAS/LEVELS OF EXPERTISE AND OTHER SKILLS, e.g., “have native or near-native proficiency in [FOREIGN LANGUAGE]”].

**Additional Qualifications:**  [DESCRIBE ANY ADDITIONAL QUALIFICATIONS.] A strong doctoral record is preferred.

**Special Instructions:** Please submit the following documents 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 approach and philosophy and practices)

4. [If requesting teaching materials with the original application: “Teaching materials (e.g., teaching chart listing courses taught in reverse chronological order [please indicate which, if any, courses were taught remotely, whether partially or in full, due to the COVID-19 pandemic]; representative syllabi; teaching evaluations).”]

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 at least three 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:** [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.]