## SAMPLE AD FOR TENURED PROFESSOR

**TENURED 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 tenured professor in [BROAD FIELD]. The appointment is expected to begin on [DATE]. The professor will teach and advise at the undergraduate and graduate levels.

Keywords:\*

faculty, instructor, tenure, professor, senior

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:**  Candidates are required to have a doctorate [with exceptions, as appropriate, for appointments in the arts].

**Additional Qualifications:** Demonstrated strong commitment to teaching, advising, and research is desired. Candidates should also evince intellectual leadership and impact on the field and potential for significant contributions to the department, University, and wider scholarly community.

**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. [Authorization form](https://faculty.harvard.edu/authorization-release-information-all-external-applicants)

Harvard University is committed to fostering a campus culture where everyone can thrive and experience a sense of inclusion and belonging. Community members are encouraged to model our values of integrity, responsible mentorship, equity, and excellence no matter where they are.

To support this commitment to our values of inclusion and excellence, the **external finalist for this position** **will be required to complete a**[**conduct questionnaire**](https://faculty.harvard.edu/files/faculty-diversity/files/draft_-_conduct_questionnaire.pdf?m=1654203908)– specifically regarding findings of violation, on-going formal complaint investigations, or formal complaint investigations that did not conclude due to the external finalist’s departure concerning: harassment or discrimination, retaliation, sexual misconduct, bullying or intimidating/abusive behavior, unprofessional relationship, or misconduct related to scholarship, research, teaching, service, or clinical/patient care.

Harvard will also make [**conduct inquiries**](https://faculty.harvard.edu/files/faculty-diversity/files/draft_-_conduct_inquiries_to_employers.pdf?m=1654264425)**to current and former employers of the external finalist** regarding such misconduct. To facilitate these inquiries, Harvard requires all external applicants for this position to complete, sign, and upload the form entitled [“Authorization to release information for external applicants”](https://faculty.harvard.edu/files/faculty-diversity/files/draft_-_authorization.pdf?m=1654203621) as part of their application. If an external applicant does not include the signed authorization with the application materials, the application will be considered incomplete, and, as with any incomplete application, will not receive further consideration.

[NOTE TO DEPARTMENTS: For print ads or ads with length limits, you can use the following text instead of the longer version of the text provided above:

Harvard University is committed to fostering a campus culture where everyone can thrive and experience a sense of inclusion and belonging.  Community members are encouraged to model our values of integrity, responsible mentorship, equity, and excellence no matter where they are.  To support this commitment, the external finalist for this position will be required to complete a questionnaire regarding misconduct and Harvard will make parallel inquiries to his/her/their current and former employers.  [View the definitions of misconduct and processes Harvard will use.](https://faculty.harvard.edu/definitions)]

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.]