## RR. SAMPLE AD FOR ASSOCIATE SENIOR LECTURER

**ASSOCIATE SENIOR LECTURER 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 an Associate Senior Lecturer in [BROAD FIELD]. The appointment is expected to begin on [DATE]. [DESCRIPTION OF TEACHING RESPONSIBILITIES, SUBJECTS OF INSTRUCTION, OTHER DUTIES IF APPLICABLE]. The Associate Senior Lecturer is a five-year, non-renewable position.

Keywords:\*

faculty, instructor, lecturer

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:** At least three years of teaching experience as a course head at the undergraduate level. Associate Senior Lecturers must meet **one** of the following sets of criteria. Ordinarily, they have either:

1. Demonstrated that they are strong teachers and have taught within the tenure-track (i.e., assistant professor or untenured associate professor) ranks, with a commensurate scholarly record. Or,
2. Demonstrated a significant record of innovation in pedagogy, and, in addition, are strong teachers. Or,
3. They may be well-established, practicing artists, with an artistic record equivalent to the scholarly achievement of an assistant professor or untenured associate professor, who have also demonstrated a strong teaching record.

**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. Teaching and advising 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; list of undergraduate students for whom the candidate has primary advising responsibility).

4. **One** of the following statements: Research statement, or statement expanding on significant record of innovation in pedagogy, or statement describing artistic achievement.

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 2 referees, who will be asked by a system-generated email to upload a letter of recommendation once the candidate’s application has been submitted. Two letters of recommendation are required, and the application is considered complete only when at least two letters have been received.

The health of our workforce is a priority for Harvard University. With that in mind, we strongly encourage all employees to be up-to-date on CDC-recommended vaccines.

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.]