## SAMPLE AD FOR PRECEPTOR

*ANNUAL OR MULTI-YEAR APPOINTMENT*

**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 preceptor in [SUBJECT OF INSTRUCTION]. The appointment is expected to begin on [DATE]. The preceptor will be responsible for [DESCRIPTION OF TEACHING RESPONSIBILITIES, SUBJECTS OF INSTRUCTION AND LEVELS OF INSTRUCTION, OTHER DUTIES IF APPLICABLE.]

The position is for [CHOOSE ONE: “one year. Reappointment may be possible on a yearly basis for up to eight years (within the eligibility guidelines of the FAS), contingent on performance, enrollments, curricular need, position availability, and divisional dean authorization.” OR “three years, renewable for a term of up to five years, contingent on performance, enrollments, curricular need, position availability, and divisional dean authorization.”]

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:** The successful applicant should have experience in teaching [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 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, including a description of teaching/advising experience and philosophy and comments on any efforts to encourage diversity, inclusion, and belonging.

2. *Curriculum Vitae*

3. Names and contact information of three to five 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.

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 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.]