

Writing the ad for faculty recruitment

1. Please determine whether you want applicants with:

- Ph.D.
- Ph.D. in hand at time of appointment
- ABD
- Master's required

and write the ad accordingly.

When ad is written for Ph.D. at time of appointment:

Discuss what will happen if candidate does not defend by appointment. If the candidate is hired, it will not be as tenure-eligible but as a one-year hire, if approved.

2. Always include the following language exactly:

“Virginia Commonwealth University is an equal opportunity/affirmative action employer. Women, minorities and persons with disabilities are encouraged to apply.”

Make sure you clarify that all offers are “contingent upon funding.”

3. Follow a format that is clear and concise. One successful format is as follows:

- Paragraph one: Describe the position (tenure track/non-tenure track, associate professor/instructor, grad/undergrad instruction) and qualifications (Ph.D. preferred, ABD required at time of application, teaching experience, etc.).
- Paragraph two: Include VCU enrollment stats, selling points of your department, etc.
- Paragraph three: Indicate dates for applications/expected hire, etc., noting that all is contingent upon funding; provide contact information for sending CV.
- Paragraph four: Include Web site information and EEO/AA language above.

4. Write an abbreviated ad to place in journals with high rates. Describe position, name department, give Web site and contact information. Include required language listed above.

5. Create a list of journals, etc., in which to place the ad by choosing from the list of approved publications.

6. Consider using Graystone to place your ads. This is a free service to VCU. Contact information: ads@graystoneadv.com.

7. E-mail or call Anne Stratton at amstratton@vcu.edu or 828-1674 with any questions.