

Administrators Guide to Faculty Job Advertisements

Please send drafts of all faculty position announcements to the appropriate Divisional Dean, Susan Anton and Jonathan Lipman for review and approval before circulating and making public.

Once the position is approved, please create the position in Interfolio in order to have a “landing page.” The landing page is where your applicants will go to apply for the position. For questions on access to and creating the position in Interfolio, please contact Petal Wellington (x88067). Please see [Help for Interfolio Faculty Search](#)

FAS Format Elements of the Advertisement:

Header: NEW YORK UNIVERSITY

ARTS AND SCIENCE

NAME OF DEPARTMENT/PROGRAM

JOB TITLE

Appointment Terms, as appropriate: for example. “Department/Program” seeks to appoint a (name position); please include responsibilities; teaching load; start date, “... *subject to budgetary and administrative approval*”; duration of contract (especially for visitors).

Advertisements should have link to department or program home website.

Eligibility requirements, if any: designation of field or specialty; PhD in hand.

Application components: CV, cover letter, teaching statement, reference letters, writing sample; diversity statements etc.

Method of application via Interfolio: “Applicants must apply through Interfolio using this link: (include landing page URL)” Please see [Help for Interfolio Faculty Search](#)

Application deadline: “All materials must be received by (date),” or “review of applications will begin on (date).”

Required FAS and University statements (bottom of the ad): The Faculty of Arts and Science at NYU is at the heart of a leading research university that spans the globe. We seek scholars of the highest caliber that embody the diversity of the United States as well as the global society in which we live. We strongly encourage applications from women, racial and ethnic minorities, and other individuals who are under-represented in the profession, across color, creed, race, ethnic and national origin, physical ability, gender and sexual identity, or any other legally protected basis. NYU affirms the value of differing perspectives on the world as we strive to build the strongest possible university with the widest reach. To learn more about the FAS commitment to diversity, equality and inclusion, please read here. (<http://as.nyu.edu/administrative-resources/office/facultydiversity.html>).

EOE/Affirmative Action/Minorities/Females/Veterans/Disabled/Sexual Orientation/Gender Identity.

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