

FORMAT FOR VACANCY ANNOUNCEMENT

Please use the following as a format for the Vacancy Announcement; include the information requested.

WINTHROP UNIVERSITY
[name of College]
Rock Hill, South Carolina 29733

VACANCY ANNOUNCEMENT

TITLE: [include rank/discipline]

MAJOR RESPONSIBILITIES:

QUALIFICATIONS:

EMPLOYMENT CONDITIONS:

A ____-month full-time _____ appointment with the option of
[multi-year, non-tenure track, tenure track, or administrative]
summer employment if funds are available. Salary dependent upon qualifications.

POSITION AVAILABILITY:

APPLICATION DEADLINE:

APPLICATION PROCEDURES:

1. Application deadline is _____. Application materials received after the deadline date may be considered if an acceptable candidate has not been found.
2. Individuals wishing to apply for this position should immediately make their interest known to:

[Dean, Chair of the Search Committee, etc.]
Department and College
Winthrop University
Rock Hill, SC 29733
Phone (803) 323-_____
3. The following materials should also be submitted to the above address:
 - a) letter of application
 - b) current curriculum vitae
 - c) names, addresses, e-mail addresses and phone numbers of at least three professional references
 - d) terminal degree transcript