

PeopleAdmin Job Ad Request Form

Instructions:

Complete this form to request an advertisement for a faculty position, full-time or adjunct. The information provided will be used to create or update the official position advertisement in PeopleAdmin. Please complete all applicable sections before submitting the form. Once complete, save a copy and forward it to AcademicAffairs@winthrop.edu.

College

Choose an item.

Department

Choose an item.

Position Title (Enter the full working title for the position)

Click or tap here to enter text.

Position Availability (Enter the anticipated start date. For most faculty positions, these dates are August 16th or January 1st)

Click or tap to enter a date.

Job Description

Click or tap here to enter text.

Position Responsibilities

Click or tap here to enter text.

Required Qualifications

Click or tap here to enter text.

Preferred Qualifications

Click or tap here to enter text.

Employment Conditions (example: full-time, tenure-track with an expectation of summer employment.)

Click or tap here to enter text.

Application Instructions (when applications are reviewed, list of required documents, contact information)

Click or tap here to enter text.

Required Documents (check all that apply)

- | | |
|---|--|
| ☐ Cover Letter | ☐ Faculty – Statement of Research Interests |
| ☐ Curriculum Vitae | ☐ Letter of Interest |
| ☐ Faculty – All graduate transcripts | ☐ License or Certificate |
| ☐ Faculty – Brief statement discussing professional service responsibilities | ☐ Portfolio |
| ☐ Faculty – Evidence of teaching excellence | ☐ Media File (e.g., PDF of student work) |
| ☐ Faculty – List of References | ☐ Other: Click or tap here to enter text. |
| ☐ Faculty – Statement of Teaching Philosophy | |
| ☐ Response to a specific question(s) (please provide the question): | |

Click or tap here to enter text.

Committee Members (Enter the first and last name of each committee member and identify the committee chair.)

Click or tap here to enter text.

Open Date (Enter the date the position opens and applications will be accepted.)

Click or tap to enter a date.

Application Review Date (Enter the date the search chair/committee will begin to review applications.)

Click or tap to enter a date.

Close Date (Enter the date applications will no longer be accepted. Leave this blank if the ad should remain open until filled.)

Click or tap to enter a date.