

Job Advertisement Guidelines

Part I. Required Elements

The following requirements apply to all faculty job advertisements and are necessary to ensure consistency, compliance, and a fair search process.

1. Alignment with the Approved Position

The job advertisement must:

- Be consistent with the approved position concept.
- Accurately describe the expectations for the position.
- Include all qualifications and criteria that will be used to evaluate applicants. Any criterion used in candidate evaluation must appear in the advertisement.

2. Required Position Information

Every advertisement must include:

- Position title
- Rank(s) of appointment (e.g., Assistant Professor, Associate Professor)
- Academic unit(s)
- Appointment start date
- Degree requirement (e.g., Ph.D. required by application date or appointment date)
- Required application materials
- Application review date (e.g., "Review of applications will begin on... and continue until the position is filled.")

3. Required Position Expectations

The advertisement must clearly communicate expectations regarding:

- Teaching responsibilities
- Professional achievement (research, scholarship, or creative work, as appropriate)
- Governance and engagement (service to the College)

4. Required Qualifications

Qualifications listed in the advertisement must represent actual requirements for the position.

- Do **not** include qualifications that are merely "preferred" or "desired."
- If a qualification will influence candidate evaluation, it should be stated as a requirement.

5. Recommendation Letters

The advertisement should state that letters of recommendation will be requested only for candidates advancing beyond the initial screening stage.

6. Salary Range

In accordance with Maine's pay transparency legislation, all faculty job advertisements must include a stated salary range.

Assistant Professor Searches

Assistant Professor advertisements must include the following anticipated starting salary range:

\$87,000–\$91,000

This range reflects current institutional hiring practice and establishes a consistent baseline across most academic units while allowing modest flexibility based on experience, qualifications, and institutional considerations.

Economics Searches

Assistant Professor advertisements in Economics must instead include the following market-adjusted salary range:

\$94,000–\$105,000

This range reflects the discipline's distinct national labor market and increased competition from employers in finance, consulting, technology, and public policy.

Senior or Open-Rank Searches

Salary ranges for senior or open-rank searches must reflect the full range of potential appointment levels and therefore vary depending on the anticipated rank.

Before posting a senior or open-rank search, department chairs must consult with the Dean of the Faculty Office to determine the appropriate salary range. The posted range will be established based on:

- Anticipated rank of appointment
- Candidate qualifications and experience
- Disciplinary market conditions
- Strategic goals of the search

Part II. Recommended Best Practices

The following recommendations are intended to strengthen the quality of the search and broaden the applicant pool but are not required.

Developing the Advertisement

Search committees are encouraged to:

- Develop the advertisement collaboratively with all committee members.
- Describe qualifications broadly so as not to unnecessarily narrow the applicant pool.
- Use inclusive language that welcomes applicants with a range of disciplinary backgrounds, scholarly approaches, and professional experiences.

Communicating the Position

An effective advertisement helps prospective applicants understand:

- Bates College's expectations for excellence in teaching, scholarship, and governance and engagement.
- The work of the department or program.
- The evidence applicants should provide to demonstrate their qualifications.
- How applicants will be evaluated.

Institutional Values

Strong advertisements communicate Bates College's commitment to:

- Excellence in undergraduate teaching.
- Meaningful scholarship or creative activity.
- Inclusive and evidence-based pedagogy.
- Building an excellent faculty that reflects the breadth and diversity of the disciplines represented at Bates.
- Supporting the success of all students.

Candidate Evaluation

A well-written advertisement should provide the foundation for developing the search committee's evaluation rubric by clearly identifying the qualifications and expectations that will be assessed.

Suggested Job Advertisement Boilerplate

The following language may be adapted by search committees.

The **{ACADEMIC UNIT}** at Bates College invites applications for a full-time, tenure-track position in **{DISCIPLINARY AREA}**, beginning **{Month, Year}**. We seek an outstanding **{scholar/artist}** with a strong commitment to excellent undergraduate teaching and mentorship in a liberal arts environment. A terminal degree is required. The successful candidate will demonstrate excellence in **{DEFINE AREAS OF NEED}**.

The anticipated salary range for this position is \$87,000–\$91,000, commensurate with experience and qualifications.

[Insert department or program description here.]

The position carries a standard five-course annual teaching load. Faculty responsibilities include teaching, professional achievement, and governance and engagement, as described in Article II of the Bates College Faculty Handbook. Successful candidates will contribute to inclusive and evidence-based teaching, maintain an active program of scholarship or creative work, and participate in the life and governance of the College.

Responsibilities include teaching courses in **{AREA}**, contributing to the general education curriculum, advising students, and mentoring senior theses.

Review of applications will begin on **{DATE}** and continue until the position is filled.

Required application materials include:

- Cover letter
- Curriculum vitae
- Teaching statement
- Research statement
- Any additional required materials

We seek candidates who are committed to supporting the success of all students. Applicants are encouraged to describe relevant preparation, experience, or plans for creating an inclusive learning environment.

Letters of recommendation will be requested only for candidates selected to move forward after the initial review.

Employment is contingent upon successful completion of a background check and verification of degree.

Bates College is a residential liberal arts college located in Lewiston, Maine. Faculty benefit from strong institutional support for teaching, scholarship, community-engaged learning, study abroad, and external grant development. Educational access and racial justice are central to Bates' mission, and we welcome applications from candidates who will contribute to the excellence and vitality of our academic community.