**Professor Series Flyer Template**

Green font: language that hiring unit can alter

Black t font: language that hiring unit cannot alter or delete

Red font: Important instructions that should be deleted from your draft flyer

**[Insert NAME OF HIRING UNIT]**

**[Insert Title of Position]**

## DESCRIPTION

The [insert name of Hiring Unit](insert unit’s website URL) at the University of California, Santa Cruz (UCSC) invites applications for a[insert title of position]. [Insert brief description of the department followed by a description of the position’s major functions and the expectations of the selected candidate. Where possible, include elements of diversity/equity/inclusion organically within the description, especially within teaching and research.]

UC Santa Cruz values diversity, equity, and inclusion and is committed to hiring faculty who will work to advance these values. UC Santa Cruz is a Hispanic-Serving Institution (HSI) and an Asian American and Native American Pacific Islander Serving Institution (AANAPISI) with a high proportion of first-generation students. We welcome candidates who understand the barriers facing historically oppressed groups in higher education (as evidenced by life experiences and educational background) and who can clearly articulate participation in equity and diversity advancement efforts with respect to teaching, mentoring, research, and service towards building an equitable and scholarly environment. Activities promoting equity and inclusion at UC Santa Cruz will be recognized as important university service during the faculty promotion process. More information can be found: <https://apo.ucsc.edu/diversity.html>

The chosen candidate will be expected to sign a statement representing that they are not the subject of any ongoing investigation or disciplinary proceeding at their current academic institution or place of employment, nor have they in the past ten years been formally disciplined at any academic institution/place of employment. In the event the candidate cannot make this representation, they will be expected to disclose in writing to the hiring Dean the circumstances surrounding any formal discipline that they have received, as well as any current or ongoing investigation or disciplinary process of which they are the subject. (Note that discipline includes a negotiated settlement agreement to resolve a matter related to substantiated misconduct.)

## ACADEMIC TITLE

[Insert academic title series and rank/s] [insert tenure-track or tenured]

## SALARY

Commensurate with qualifications and experience; academic year (nine-month basis).

## BASIC QUALIFICATIONS (Must be met at the time of application)

[Insert minimum degree requirement] (or equivalent foreign degree) in[insert degree area/s] and [insert required research and teaching experience]. It is expected that the degree requirement will be completed by [insert day, month, and year].

## POSITION AVAILABLE

July 1, 20XX, with the academic year beginning in September 20XX. Degree requirements must be met by [insert day, month, year] for employment effective [insert day, month, and year].

## APPLICATION REQUIREMENTS

Applications are accepted via the UCSC Academic Recruit online system; all documents and materials must be submitted as PDFs.

## Documents/Materials

* Curriculum vitae (required)
* Cover Letter: Letter of application that briefly summarizes your qualifications and interest in the position (required)
* Teaching Statement (required)
* Research Statement (required)\*\*
* Statement on Contributions to advancing Diversity, Equity, and Inclusion\*\* - Statement on your contributions to diversity, equity, and inclusion, including information about your understanding of these topics, your record of activities to date, and your specific plans and goals for advancing equity and inclusion if hired at UC Santa Cruz. Candidates are urged to review guidelines on statements (see <https://apo.ucsc.edu/diversity.html>) before preparing their application.
* [insert document/material] (provide # required and # optional) 🡨Copy/paste this bullet if there are additional documents/materials to list. Delete this last bullet if there are not.

If using pre-screening process include the statement: \*\* **Initial screening of applicants will be based *only* on the research statement and the statement on contributions to diversity, equity, and inclusion\*\***

## Reference Requirement

If confidential letters are an application requirement, select and update one of the Recruit reference requirements listed below (either *Letters of Recommendation* or *Contact Information Only)*, **then** delete the other method from your draft flyer. If the application does not include confidential letters, delete the **entire Reference Requirement section** from your draft flyer.

**Letters of Recommendation Setup Option**

Applications must include confidential letters of recommendation**\*** (a minimum of [insert #] are required and a maximum of [insert #] will be accepted). Please note that your references, or dossier service, will submit their confidential letters directly to the UC Recruit System.

**Contact Information Only Option**

Applicants must provide the names and contact information of their references (a minimum of [insert #] are required and a maximum of [insert #] will be accepted). The hiring unit will request confidential letters**\*** from the references of those applicants who are under serious consideration. Please note that your references, or dossier service, will submit their confidential letters directly to the UC Recruit System.

**\***All letters will be treated as confidential per University of California policy and California state law. For any reference letter provided via a third party (i.e., dossier service, career center), direct the author to UCSC’s confidentiality statement at <http://apo.ucsc.edu/confstm.htm>.