

When creating a job requisition for a faculty position, verify the search committee chair or hiring authority has provided the information stated below.

Classification Title:	This is the title found in the myUFL system. For example, <i>Assistant/Associate/Full Professor, Clinical Professor, Research Assistant Professor, etc.</i>
Posting Title:	<p>This title should be more descriptive of the position. At a minimum, it should include the department or specialty of the position. For example,</p> <ul style="list-style-type: none"> • AST/ASO PROF: General Pediatrician • ASO PROF: Associate Professor of Education
Job Description:	The job description should include an overview of the department, the scope of the position.
Advertised Salary:	Typically, salary for faculty is advertised as "Negotiable, commensurate on education and experience."
Minimum Requirements:	These requirements are the minimum qualifications that all candidates must have in order to be considered for the position. Typically: degree type, certifications, licenses, and specific years of experience are stated here.
Preferred Qualifications:	Qualifications that are flexible are stated here. For example, leadership potential, national and international reputation, inclusive practices, etc.
Special Instructions to Applicants:	Any information on specific required documents for the application, necessary transcripts, degree equivalency, etc. is stated in this section. Additionally, information on review by dates of the search committee is included in this section.
Health Assessment Required:	A Yes/No is determined by the job position description in the myUFL system.
Posting Start/End Dates:	The minimum required posting time is 14 days. The department can post up to 30 days at a time.