



Posting Descriptions – Faculty Job Openings

This checklist is helpful when creating job postings for Faculty positions. The following categories are available in the Postings page of the job opening. In order to effectively advertise the position, the categories in the Required section should be included in the job opening where applicable. Any categories in the Optional section that more fully describe the position should be included in order to attract a diverse applicant pool.

Categories marked with an asterisk (*) indicate a standard statement from the Template drop-down menu across from the Description Type must be chosen. For the remaining categories, the department must enter the information.

Required:

- Department (*may also include link to department's website*)
- *Equal Employment Opportunity
- Responsibilities
- Qualifications
- Contact Info
- University Information (*template available*)
- *Pay Plan
- *FSU Total Rewards
- *Soft Money Funded Position (*if applicable*)
- Schedule (*if not 8:00 a.m. – 5:00 p.m.*)
- *Criminal Background Check
- *Financial Disclosure (*if applicable*)
- *How to Apply (*Faculty Application Instructions*)
- *Open until filled (*if applicable*)
- *Tobacco Free Campus

Optional:

- Preferred
- Other Information
- Helpful
- Anticipated Salary Range
- *Request Letters of Reference
- Faculty Information

Always check spelling, grammar, & punctuation. Ensure formatting is consistent.

Refer to OMNI Training Guide for [Creating a Job Opening](#) for more details.