TENURE-TRACK FACULTY VACANCY ANNOUNCEMENT
ADVERTISING TEXT TEMPLATE

The **bolded** headers below correspond to the sections of the tenure-track faculty job posting Departments will have to provide in the job card. Statements about EEO, Clery Act, mandated reporter, background check requirement, etc., will be included in the vacancy by OFA.

1. **DEPARTMENT/COLLEGE SUMMARY**
   Departments should include a paragraph about the department, and/or about the College, with information about its faculty, programs, the number of majors, brief information on students' race/ethnicity, gender and first generation status etc. (often information that can be found on the departmental website and on the institutional research website)

2. **POSITION DETAILS**
   Include approved rank, potential tenure status, and any other pertinent details not included in job duties.

   Salary information must be included in postings. Suggested language: "*The estimated salary range for this position is $X-$X, with an anticipated annual salary of $X depending upon qualifications and experience."*

3. **JOB DUTIES (may be combined with Position Details above, if appropriate)**
   ***Note**: All of the general areas that are relevant to RTP expectations should be listed in the position details. A department may elaborate on any one or more of these five areas. Other duties and responsibilities of the assignment should also be addressed in this section.*
   - Teaching that fosters inclusive and equitable student success
   - Scholarly and Creative Activities
   - Service/Contributions to the Institution
   - Service/Contributions to the Community
   - Student Advising

4. **QUALIFICATIONS**

Please note that all considered candidates must meet all required qualifications, but do not need to meet all preferred qualifications.

REQUIRED (Should be the *minimum* required to consider the applicant a successful faculty in the Dept.)

- Education (highest degree)
  Note: If a department wants to include ABDs in applicant pool, the degree requirements should normally be met no later than ONE (1) year following the start of their appointment. Preferred language to be used: "ABD candidates will be considered. If, ABD, candidates will be required to complete the doctoral degree by August XXXX/January XXXX.
- Special Knowledge and Abilities
- Experience
- Demonstrated experience (or potential for) working successfully with diverse student populations

PREFERRED

When appropriate (and not part of the "Required Qualifications"), this section could include items such as:

- Experience using innovative teaching strategies to foster inclusive and equitable student success
- Experience with and/or potential to provide academic and career advising to diverse students
- Proficient in Spanish and/or other languages

- Ability to contribute to the campus imperatives
- Experience teaching online courses
- Ability to develop undergraduate research projects/lead undergraduate teams
- Ability to teach large classes

5. APPLICANT INSTRUCTIONS

- Review of applications will begin MONTH DAY, YEAR, and the position will remain open until filled.
  - Cover letter, Current curriculum vita (CV)/resume, Unofficial transcripts of highest degree or degree required for position, and Diversity Statement are required for all positions.
  - Cover letter that addresses [department-specified information here, if provided].
  - CV
  - Transcripts
  - Diversity Statement: [department-specific prompt here, if provided].
- "Candidates from underrepresented and/or minoritized groups in (academic field) are strongly encouraged to apply."

6. OTHER SPECIFICS ABOUT THE POSITION

- Can include aspects about the position that are outside the *typical norms* for tenure track faculty.
  - i.e. work outside of the normal academic year;

The following materials must be uploaded as "Documents" in the Job Card:

- Screening Criteria – CANNOT include any criteria not specified in required or preferred qualifications for the position.
- Interview Questions - must be supported by the duties and responsibilities of the position.
- Reference Check Questions - must be supported by the duties and characteristics of the position.
- Recruitment Plan – indicate where position will be posted and what efforts will be made to ensure a diverse applicant pool. Should include "lessons learned" from previous recruitments.

Advertising Text Template in Page Up:

CALIFORNIA STATE UNIVERSITY
SACRAMENTO
ACADEMIC AFFAIRS

COLLEGE:

DEPARTMENT:

POSITION TITLE:

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DEPARTMENT/COLLEGE SUMMARY:

POSITION DETAILS:

JOB DUTIES:

REQUIRED QUALIFICATIONS:

PREFERRED QUALIFICATIONS:

APPLICANT INSTRUCTIONS:

OTHER SPECIFICS ABOUT THE POSITION:

{DO NOT ALTER ANY TEXT BELOW}

About Sacramento State

Sacramento State is located in the heart of California's capital city, five miles from the State Capitol. The lush, 300-acre park-like campus is situated along the American River, close to numerous bike trails and other recreational areas. Sacramento, also known as the "Farm-to-Fork Capital," is one of the most ethnically diverse and livable cities in the country, with a population of half of a million.

Sacramento State proudly serves as a Hispanic-Serving Institution (HSI), Asian American and Native American Pacific Islander-Serving Institution (AANAPISI), and Black-Serving Institution (BSI). The university enrolls around 31,000 students from the Greater Sacramento Region, throughout California, across the nation, and around the world. Our 1,800 faculty and 1,500 staff are committed to meeting our mission:
“As California's capital university, Sacramento State transforms lives by preparing all students to lead, serve, and succeed. We are committed to our designations as a Hispanic Serving Institution, an Asian American Native American Pacific Islander Serving Institution, and a Black Serving Institution, and to intentionally serving students reflective of these designations and all students who have been historically underserved in education.”

As evidenced by the values embedded in our Hornet Honor Code, Sacramento State is committed to creating an inclusive environment where all faculty, staff, students, and guests are welcome and valued. Our commitment is more than simply ensuring that our campus is free from bias and discrimination, but is one devoted to celebrating many diverse identities, life experiences, and perspectives that enrich our community, teaching and learning.

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To learn more about why you should join the Hornet Family, please visit the **Why Sac State?** page.

Equal Employment Opportunity

California State University, Sacramento is an Affirmative Action/Equal Opportunity Employer and has a strong institutional commitment to the principle of diversity in all areas. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, sex, gender identity/expression, sexual orientation, pregnancy, genetic information, medical condition, marital status, veteran status, or disability. Sacramento State hires only those individuals who are lawfully authorized to accept employment in the United States.

It is the policy of California State University, Sacramento to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need a disability related reasonable accommodation as part of the application and/or interviewing process, visit https://www.csus.edu/administration-business-affairs/human-resources/benefits/reasonable-accomodation.html.

The University is committed to creating an education and working environment free from discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. For more information on mandatory training for new employees, visit https://www.csus.edu/people-climate/human-resources/learning-development/support/csu-learn.html.

Jeanne Clery Campus Safety Act Notification:

Pursuant to the Jeanne Clery Campus Safety Act, the current Annual Security Report (ASR) is available for viewing at https://www.csus.edu/clery .

The ASR contains the current security and safety-related policy statements, emergency preparedness and evacuation information, crime prevention and sexual assault prevention information, and drug and alcohol prevention programming. The ASR also contains statistics of Clery Act crimes for Sacramento State for the last three (3) calendar years. Paper copies are available upon request by emailing the Clery Director at clery@csus.edu.

Under the Clery Act, this position may be designated as a Campus Security Authority (CSA) depending upon the role on campus and/or job duties. If this position is identified by the Director of Clery Compliance as a CSA position, you will be notified via email and will be assigned the appropriate training in CSU Learn.

Background Check Disclaimer

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with California State University, Sacramento. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current California State University, Sacramento employees who apply for the position.

Education Code 89521 Requirements: Applicants will be required to disclose whether they have received a final administrative decision or final judicial decision determining that they have committed sexual harassment within the last 7 years only after a determination is made that they meet the minimum qualifications for the position, and before a formal offer of employment is extended. Applicants who reach the final stages of the application process must also sign a release form that authorizes the release of information by the applicant's current and/or former employers to the CSU concerning any substantiated allegations of misconduct. (eff. June 2026)

OFA:06/2026

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Out of State Employment

Per CSU-wide policy (HR2021-04), all faculty who will begin initial employment (or return from a 12-month break in service) on or after January 1, 2022 are required to perform their work from within the State of California. Faculty hired prior to January 1, 2022 must be available to perform work in the State of California if their assignment is in-person.

Eligibility Verification

Candidate will be required to provide official transcripts of their highest degree earned and must furnish proof of eligibility to work in the U.S.. California State University, Sacramento is not a sponsoring agent for non-tenure track (temporary/lecturer) faculty for H1-B Visa.
California State University, Sacramento is currently not sponsoring applicants for H-1B employment that are subject to the $100,000 fee established by the "Presidential Proclamation: Restriction on Entry of Certain Nonimmigrant Workers" issued on September 19, 2025. Applicants are responsible for determining the applicability of the fee.