



Writing an inclusive

FACULTY

Position Posting

Handbook

2021

William Paterson University

Human Resources Department

College Hall

Wayne, New Jersey

Introduction:

This handbook is a guide to creating inclusive, standardized, and effective position postings for faculty searches at William Paterson University. Having unified, inclusive, and standardized faculty postings will:

- 1) Create a consistent candidate sourcing message
- 2) Align skills for search, selection, goal setting, and performance management
- 3) Encourage applications from a diverse applicant pool

FACULTY POSTING TEMPLATE **PLEASE USE THIS TEMPLATE AS A GUIDE TO** **CREATE YOUR POSTING**

William Paterson University - Wayne, New Jersey

Enter division name here

Enter department name here

Enter position title here

Enter e-link to the position here

Start with – “William Paterson University invites applications for (example – Assistant Professor, Nursing) for a full time 10 month position with a starting date of (example – September 2021).

Then, highlight what is special about this position in this department. Forexample:

At William Paterson University, you will enjoy a cross-cultural teaching experience in undergraduate and graduate nursing programs. Graduates go on to significant clinical, academic, research, supervisory, and administrative positions. Faculty are committed to teaching excellence, mentoring students, and the pursuit of a scholarly/research agenda. For more information about our programs, please visit www.wpunj.edu/cosh/departments/nursing/.

Department Overview:

Highlight accomplishments of the department, atmosphere, expectations and more to attract candidates to the opportunity. Include a link to the appropriate webpage which give candidates to interesting facts as they assess their interest in applying. For example:

The William Paterson University Nursing Department, recently celebrating its 50th anniversary, is looking for faculty members to round out a robust nursing program poised for growth. Join an energetic campus community and distinguished group of nursing faculty where excellence is reflected in mission, and commitment to inclusion and student success. Attention to academic breadth provides a variety of opportunities for a focused and fulfilling professional experience that encourages research, publishing, and scholarly accomplishment. The Nursing Department is nationally accredited by CCNE.

For additional information please visit <https://www.wpunj.edu/cosh/departments/nursing/>

Duties and Responsibilities:

Describe HOW the position gets done. Describe specific duties and actions that are needed for success. Begin every bullet with a verb... actions. Include time-binding, when appropriate. Be sure to connect each bullet with a result. Consider what the job needs rather than what the previous person in the job did. Consider current and future needs. For example:

Duties and responsibilities include, but are not limited to:

Displaying Excellence in Teaching:

- Develop course content, objectives, and methods of student assessment.
- Provide students with consistent and effective support and guidance through role modeling and mentoring.
- Contribute to student success through curriculum and program development.

Demonstrating Commitment to Service:

- Participate in select department, college, and/or university level committees designed to enhance didactic processes and/or programs
- Serve in community service activities and other service/professional duties as assigned

Maintaining Evidence of Scholarship:

- Develop, implement, and maintain an active, ongoing program of nursing scholarship
- Disseminate findings via scholarly publication and presentation/grant activities
- **Suggested wording for NTP positions: All faculty are expected to stay current in their field through professional development and other opportunities.**

Required qualifications:

This should specify WHAT qualifications are required. Candidates with these required qualifications will be considered. Writing requirements in a hyper-specific, non-inclusive way could cause qualified candidates to exclude themselves before applying. Therefore, word less critical requirements as ranges - for example, instead of "the ideal candidate must have 2-5 years of teaching experience" write "the ideal candidate will have more than two years of teaching experience." Other examples:

- Earned Doctorate; PhD/EdD or DNP with evidence of scholarly achievement
- Master's degree in nursing required if doctorate in a discipline other than nursing
- ABD considered at initial appointment; doctoral degree must be completed by March 1 of the year following initial appointment in order to be considered for reappointment.
- State of NJ RN license or eligible
- Expertise and recent hospital-based clinical experience in pediatric nursing
- Experience in undergraduate/graduate teaching in didactic and/or clinical settings
- Evidence of research/scholarly accomplishment commensurate with rank
- **Suggested for all faculty: Must be able or willing to teach online, stay current with professional development, and participate in assessment.**

Additional, preferred qualifications:

Additional WHAT; qualifications that will further help define an ideal, or nearly ideal candidate. Do not be so strict as to have qualified candidates self select out of the applicant pool. For example:

- Masters' degree

Personal attributes and traits:

This should describe attributes and traits that support this particular position and

demonstrate the University's commitment to having a supportive and diverse faculty, staff, and student body. Four or five personal attributes and traits are appropriate. Interviewing will uncover if the candidate possesses these needed traits. Appendix A offers other examples.

Examples:

- Able to commit to developing other to help them recognize and expand their talents.
- Demonstrated track record of appearing calm and in control when faced with challenges.
- Capable of effectively communicating in both oral and written format with a diverse group that may have competing interests, values, needs, and wants.
- Demonstrated track record of having advocated for others
- Clearly dedicated to teaching excellence and achieving positive outcomes.

Invitation to apply:

This tells candidates EXACTLY how to apply. Copy and paste this into your posting.

Please click [here](#) to apply for the position.

- Submission of all documents listed above is required for consideration.

Review of applications will continue until the position is filled. General questions related to this application process, please contact talent@wpunj.edu

About William Paterson:

This section highlights information about the University. Copy and paste this into your posting.

About William Paterson:

William Paterson University is the third most diverse public university in New Jersey. As a longstanding member of the Hispanic Association of Colleges and Universities (HACU), we have been designated by the US Department of Education as a Hispanic-Serving Institution. William Paterson University is also proud to be designated as a NASA MSI (Minority Serving Institution). The University offers more than 250 undergraduate and graduate academic programs that range from liberal arts and sciences to pre-professional and professional programs; it enrolls over 9,000 students from across the country and from over 40 nations. The University is situated on a beautiful, 380-acre suburban campus in Wayne, New Jersey, just twenty miles west of New York City.

EEO Statement

William Paterson University is dedicated to providing equal opportunities and equal access to all individuals regardless of race or ethnicity, sex/gender (including pregnancy), gender identity or expression, sexual orientation, age, disability, genetic information, marital status, civil union status, familial status, religion, national origin or citizenship, military service status, or any other category protected by law. William Paterson University does not discriminate on the basis of any category

stated above or as prohibited by applicable law. Individuals from historically underrepresented backgrounds are encouraged to apply.

Appendix A

Competency	Definition
Accountability for Others	A willingness to take responsibility for the actions of other people.
Attention to Detail	The ability to pay attention to the specific elements, facets or parts of a situation or work assignment.
Attitude Toward Others	The general capacity one has for relating with other people.
Balanced Decision Making	The ability to make consistently sound and timely decisions in one's personal and professional life.
Conceptual Thinking	The ability to mentally envision comprehensive, long-range plans or goals and to identify, evaluate and allocate necessary resources.
Concrete Organization	The capacity to understand essential factors of a situation and bring together all necessary resources.
Conflict Management	The ability to resolve different points of view constructively.
Consistency and Reliability	The capacity to regularly and dependably engage in and complete tasks or processes.
Continuous Learning	The ability to take personal responsibility and action toward learning and implementing new ideas, methods and technologies.
Conveying Role Value	The capacity to communicate and promote the value and importance of one's role.
Correcting Others	The ability to objectively address the errors, omissions and/or poor results of other people.
Customer Focus	A commitment to customer satisfaction.
Decision Making	The ability to analyze all aspects of a situation to gain thorough insight to make decisions.
Developing Others	The desire to help others expand their talents and potential.
Diplomacy and Tact	The ability to treat others fairly, regardless of personal biases or beliefs.
Emotional Control	The ability to appear to be rational and in-control when facing problems or crises.
Empathetic Outlook	The capacity to perceive and understand the individuality in others.
Enjoyment of the Job	A measure of a person's attitude toward their current job or career.
Evaluating Others	The capacity to objectively assess or measure the abilities and performance of other people.
Evaluating What is Said	The capacity to objectively listen, understand and accurately interpret what someone else is saying.
Flexibility	The ability to readily modify, respond to and integrate change with minimal personal resistance.
Following Directions	The capacity to hear, understand and follow instructions.
Freedom from Prejudices	The ability to maintain objectivity when relating to other people.
Gaining Commitment	The ability to get support and "buy-in" from others for a specific goal or set of goals.
Goal Achievement	The ability to identify and prioritize activities that lead to a goal.
Handling Rejection	The capacity to exhibit persistence and strong will in the face of objections.
Handling Stress	The ability to maintain composure and internal strength when coping with external and internal pressures.
Influencing Others	The ability to personally affect others' actions, decisions, opinions or thinking.

Initiative	The compelling desire to get into the flow of work in order to accomplish the vision and complete the goal.
Integrative Ability	The capacity to see different components of a situation and tie them together to see the situation as a whole.
Internal Self Control	The ability to remain in conscious command of one's internal emotions when confronted with difficult circumstances and to respond rationally.
Interpersonal Skills	The ability to interact with others in a positive manner.
Intuitive Decision Making	The capacity to make decisions by looking at the most essential elements and without all the facts or data.
Job Ethic	The capacity to fulfill the professional responsibilities with a strong sense of moral duty and obligation they have been given.
Leading Others	The capacity to organize others in such a way that inspires trust and motivates people toward a common goal.
Long Range Planning	The capacity to see the big picture and long-term goals and to forge clear, realistic plans to accomplish the desired results.
Material Possessions	An indicator of the desire to possess objects of high monetary value or importance.
Meeting Standards	The ability to perform work according to precise specifications.
Monitoring Others	The capacity to effectively oversee work done and decisions made by an individual or a team.
Objective Listening	The ability to listen to many points of view without bias.
Persistence	The capacity to steadily pursue any project or goal that a person is committed to in spite of difficulty, opposition or discouragement.
Personal Accountability	The capacity to take responsibility for one's own actions, conduct, obligations and decisions without excuses.
Personal Drive	A gauge of personal motivation to achieve, accomplish or complete tasks, goals or missions.
Personal Relationships	The importance of having and maintaining personal relationships and not just being seen as part of the team.
Persuading Others	The capacity to influentially present one's positions, opinions, feelings or views to others in such a way that they will listen and adopt the same view.
Planning and Organization	The ability to establish a process for activities that lead to the implementation of systems, procedures or outcomes.
Practical Thinking	The capacity to understand situations in a realistic, efficient manner and to achieve the desired results.
Proactive Thinking	The capacity to think ahead in order to realistically evaluate the consequences of current actions, processes and decisions.
Problem Solving	The ability to identify key components of the problem, possible solutions and the action plan to obtain the desired result.
Project and Goal Focus	The capacity to concentrate one's full attention on the project or goal at hand, regardless of distractions or difficulties.
Project Scheduling	The capacity to determine how long it will take to complete a project and to then efficiently break it down further into specific work time frames.
Quality Orientation	The capacity to maintain a focus on well-defined standards of excellence with regard to all aspects of responsibilities and tasks.
Realistic Expectations	The ability to set realistic time frames and well-defined standards of quality performance and production for others to follow.

Realistic Goal Setting for Others	The ability to define realistic and manageable goals for others using specific time frames and the resources at hand.
Realistic Personal Goal Setting	The ability to define realistic and attainable goals for one's self using specific time frames and the resources at hand.
Relating to Others	The capacity to understand and relate to others when communicating with them.
Resiliency	The ability to quickly recover from adversity.
Respect for Policies	The ability to understand, appreciate and have high regard for the rules, policies and procedures of the company.
Respect for Property	A measure of the level of respect and appreciation for the property that belongs to others or the company.
Results Orientation	The capacity to clearly and objectively understand and implement all variables necessary to obtain defined or desired results.
Role Awareness	The degree of a person's identity and awareness regarding his or her professional, social and personal roles.
Role Confidence	The capacity of maintaining confidence and self-reliance for fulfilling various professional and personal roles.
Self-Assessment	The capacity to objectively understand and evaluate one's self.
Self-Confidence	A measure of a person's assured self-reliance in his or her abilities.
Self-Direction	Having a clear vision of one's future objectives and the self discipline and organization necessary to achieve them.
Self-Discipline and Sense of Duty	A measure of the level of devotion and commitment to one's own sense of obligation.
Self-Improvement	The measure of the quality of one's own internal motivation to improve.
Self-Management	The ability to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames.
Self-Starting Ability	A measure of a person's ability to initiate tasks in order to fulfill responsibilities and commitments.
Sense of Belonging	A measure of how a person feels he or she fits into the surrounding world.
Sense of Mission	A measure of a person's sense of purpose in his or her life.
Sense of Self	A measure of a person's awareness of "who" they are—the ability to discern one's own self-worth.
Sense of Timing	The ability to do the correct thing at the correct time.
Sensitivity to Others	The capacity to understand and appreciate the value of other people with genuine concern for their needs, desires and feelings.
Status and Recognition	A measure of the importance of social status or prestige to a person's current role.
Surrendering Control	The capacity of a person to voluntarily surrender control and accept the authority of another person or group.
Systems Judgment	The capacity to understand and use systems such as knowledge, language, authority structures and logic, including one's ability to understand and work well within the context of established norms, rules, policies and procedures.
Taking Responsibility	A measure of the capacity to be answerable for personal actions.
Teamwork	The ability to cooperate with others to meet objectives.
Understanding Motivational Needs	The ability to understand and inspire others in such a way that gets them to act.
Using Common Sense	The capacity to be resourceful and apply good, practical, ordinary sense in whatever situations arise.

