Suggested Wording to be used for Faculty Postings

Boiler Plate Language (to be the final wording of the Qualifications section)

Established in 1885, the University of St. Thomas is located in the major metropolitan area of Minneapolis-St. Paul, and is Minnesota’s largest private university. Its 10,000 students pursue degrees in a wide range of liberal arts, professional, and graduate programs.

Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common good, and seeks to develop individuals who combine career competency with cultural awareness and intellectual curiosity. The successful candidate will possess a commitment to the ideals of this mission.

The University of St. Thomas has a strong commitment to the principles of diversity and inclusion, to equal opportunity policies and practices, and to the principles and goals of affirmative action. In that spirit, the University welcomes nominations and applications from a broad and diverse applicant pool.

The University of St. Thomas (UST), Minnesota Human Resources Department advertises the official job listing on its website. If you are viewing this posting from a site other than “Jobs at UST”, the University assumes no responsibility for the accuracy of information.

UST is an Equal Opportunity Employer

Special Instructions (please make sure to use the document names listed below to mirror what the candidates see during the online application process.)

1. APPLICATION DIRECTIONS AND REQUIRED DOCUMENTS
   Please apply on-line at https://www.stthomas.edu/jobsatust/ providing additional documents required during the application process, listed below. Candidates will be asked to copy/paste a position-specific cover letter into the application.
   
   o CV
   o Evidence of Teaching Effectiveness
   o Teaching Philosophy
   o Scholarly/Professional Writing Sample
   o Description of Research Agenda
   o Graduate Transcripts
   o Sample Course Syllabus
   o Additional Documents

*Note: a CV, writing sample, evidence of teaching effectiveness, cover letter, and letters of recommendation are required of all applicants. Additional requested documents are at the discretion of the search chair and committee.

2. REFERENCES
   Candidates should complete the reference section of the application. No references will be contacted without first getting the permission of the candidate.

3. LETTERS OF RECOMMENDATION
   Arrange for the three letters of recommendation to be sent electronically to insert contact name and email address. Do not upload recommendation letters as part of the online application process.

4. DURATION OF SEARCH (FULL CONSIDERATION)
   Positions will remain open until filled. Full consideration will be given to applications received prior to insert date.

   Application review begins insert date. Position will remain open until filled.

   To ensure full consideration for the position, all application materials should be received by insert date; however, the position will remain open until filled.