

<p>Department</p>	<p>Review, revise, or develop a Position Description in the Applicant Tracking System (ATS). E-mail copies will not be accepted.</p> <p>Submit your Position Request through the Applicant Tracking System. <b>(Before any new or vacant position is entered into the ATS, the position must be approved by the Provost)</b></p> <p>Exempt staff positions will be posted between the minimum and 1st quartile of the approved salary range. Non-Exempt staff positions will be posted at the minimum of the approved salary range. T/TT Faculty will be posted between 95-105% of the CUPA Median.</p> <p>Provide advertising plans and search committee members' information with your position request on the Advertisement Tab in ATS.</p> <p>An EEO Tagline should be included in all advertisements.</p> <p style="padding-left: 40px;">For long advertisements use: Indiana State University is an Equal Opportunity Employer and conducts its recruitment and hiring based solely upon job-related qualifications, without regard to race, color, religion, age, sex, national origin, sexual orientation, disability, veteran status or citizenship status.</p> <p style="padding-left: 40px;">For short advertisements use: EOE/Minority/Female/Individual with Disability/Veteran</p> <p>For Faculty and Exempt staff positions, if you need assistance or have questions regarding your advertising plans and the Search Committee composition, please contact the Office of Equal Opportunity. A diverse search committee is recommended. A search committee is required for faculty searches and exempt positions pay grade 12 and above. For pay grade 11 and below, a search committee is not required but preferred.</p> <p>All postings should require contact information for 3 references, an every recommendation to hire should have 3 reference summaries.</p> <p>NOTE: References are not required for part-time Faculty or staff of ISU that teach.</p>
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