

FACULTY & PROFESSIONAL VACANCY DESCRIPTION

SUBMITTED BY:

LINE #

PRIOR INCUMBENT

FT/PT  IF PART TIME%

TYPE

DEPT:

DIVISION:

SALARY RANGE:

SALARY TO BE POSTED:       (this is what the candidate will see on our website)

BUDGET TITLE:

LOCAL TITLE:

SL GRADE:

LOCATION:

ANTICIPATED START DATE:

JOB DESCRIPTION:

QUALIFICATIONS:

PREFERRED QUALIFICATIONS:

OPENING DATE FOR RECEIPT OF APPLICATIONS:

CLOSING DATE FOR RECEIPT OF APPLICATIONS:

INTERNAL SEARCH ONLY:

Search Committee Members: The search committee should be comprised of 3 to 7 members (5 recommended). This committee should have diverse representation.

Chairperson:       Telephone Ext.:

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| **Members** | **Department** |
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All positions will be advertised on Farmingdale.edu, higheredjobs.com and insidehighered.com. If you wish to advertise using additional sources, please indicate which sources, with justification, below:

Core Questions to be used for posting on Interview Exchange

(see sample questions below):

**COMPLETE UP TO 10 QUESTIONS – THESE WILL BE USED ANSWERED BY THE APPLICANTS**

**ASSIGN A WEIGHTED PERCENT TO EACH QUESTION – TOTAL OF ALL MUST EQUAL 100%**

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| Question | Required or Preferred? | Weighted Percent |
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| **Sample Questions**  **Below are examples of sample questions.** | Required or Preferred? | Weighted Percent |
| 1. Do you have a Bachelor’s Degree in Chemistry |  | 20 |
| 2. Do you a Doctoral Degree in Chemistry |  | 20 |
| 3. Do you have 3 years experience teaching at the college level? |  | 30 |
| 4. Do you have specialization in Organic Chemistry? |  | 10 |
| 5. Do you have experience working in a research facility? |  | 10 |
| 6. Do you have a demonstrated record of scholarship? |  | 10 |
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