Crafting your search advertisement

Mandatory elements:

- Name of position, department, and rank.
- Position responsibilities, including research and service expectations and classes to be taught.
- Position qualifications, including desired degree (noting whether degrees in related fields will qualify), date by which degree must be received, required and desired areas of expertise, and any other requirements that will form criteria for evaluation.
- Web addresses for the department and university.
- Web address (URL) for the position within Interfolio.
- Beginning and closing dates for accepting applications.
- Required application documents.
- Contact for additional information about the position or search.
- Statement of equal opportunity policy: SDSU is a Title IX, equal opportunity employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, gender identity and expression, marital status, age, disability, pregnancy, medical condition, or covered veteran status.
- Mandated reporter statement: The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirement set forth in CSU Executive Order 1083 as a condition of employment.
- Campus diversity commitment statement: SDSU is a large, diverse, urban university and Hispanic-Serving Institution with a commitment to diversity, equity, and inclusive excellence. Our campus community is diverse in many ways, including race, religion, color, sex, age, disability, marital status, sexual orientation, gender identity and expression, national origin, pregnancy, medical condition, and covered veteran status. We strive to build and sustain a welcoming environment for all. SDSU is seeking applicants with demonstrated experience in and/or commitment to teaching and working effectively with individuals from diverse backgrounds and members of underrepresented groups.

Optional elements:
Salary and salary range (optional).