

Sample Application Instructions for Parallel Faculty Searches

When searching for one faculty position that may be either with tenure (Appt Type P) or tenure-track (Appt Type N), two parallel requisitions must be established. One requisition tracks the hire if made with tenure, the other requisition tracks the hire if made as tenure-track.

Similar language to the following should be utilized in each parallel requisition:

“This position is also posted as [tenure-track/tenured/other title], with different qualifications. The requisition number for that posting is _____. Submit an application online to apply for that position.”