

APPLICATION INSTRUCTIONS - EXAMPLES

EXAMPLE 1

Review of complete applications will begin on xxxxx, and will continue until the position is filled. To apply, go to <http://employment.umn.edu> and complete the application form (search for Job Req. xxxxxx). Applications received via email or hard copy will not be accepted. Complete applications must include online attachments as follows: a letter of application expressing interest and commitment to teaching and research, a current vita, and one representative paper or article. Three letters of reference, a graduate transcript (official or unofficial), and demonstration of teaching excellence (i.e., teaching evaluations) must be mailed to (copies received via email will not be accepted):

Name
Address
Duluth, MN 55812
Phone

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EXAMPLE 2

Complete applications will include:

- 1) letter of application addressing qualifications - must be submitted online;
- 2) curriculum vitae - must be submitted online;
- 3) name and contact information of three references - must be submitted online;
- 4) unofficial transcripts (official transcripts will be required at the time of an interview) - may be submitted online or mailed to address below;
- 5) evidence of effective teaching such as teaching evaluations, a letter from a colleague/supervisor who has observed you teaching, teaching award(s), or student evaluations - may be submitted online or mailed to address below;
- 6) reprints of published scholarly articles - may be submitted online or mailed to address below.

Name
Address
Duluth, MN 55812
Phone

Review of complete applications will begin xxxxx, and continue until the position is filled. For additional information, contact: Name, Phone, email.

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EXAMPLE 3

To apply for this position, candidates must submit application materials online at <http://employment.umn.edu> (Job Req. xxxxxx) and include a letter of application responding to the requirements of the position, curriculum vitae/resume, contact information for five professional current references, and an unofficial transcript of the highest degree received.

Additional supporting application materials, if desired, can be sent to XXX, Search Chair, UMD Department of XXX, Building address, Street address, Duluth, MN 55812. Review of complete applications will begin on xxxxx, and will continue until the position is filled. Final candidates will be asked to submit a sample of their work and an official transcript of the highest degree received. For additional information, email xxxxxx@d.umn.edu or call 218-726-xxxx.

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EXAMPLE 4

Review of complete applications will start xxxxxxxx and continue until the position is filled. A complete application will consist of:

1. Letter of Application (Cover Letter/Letter of Intent)
2. Curriculum Vitae (Resume/Curriculum Vitae)
3. List of three references (References)
4. Statement of Teaching Philosophy and Experience (Additional document 1)
5. Statement of proposed future research (Additional document 2)
5. Up to three refereed publications (Additional document 3)
6. In addition, please arrange to have three letters of reference sent to XXX, Search Chair, UMD Department of XXX, Building address, Street address, Duluth, MN 55812.

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