

Tips for Creating a Faculty Job Description

Add this information to the Additional Job Summary section when posting on the Applicant Tracking System.

Job Title

The template will automatically have your job title listed as “Faculty Position”. Human Resources can change the job title for you, after you submit the requisition for approval.

The job title can include a rank, department, or specialty. For example, “*Assistant Professor*” is too vague; “*Assistant Professor – Family Medicine*” would be more appropriate. Other examples could be “*Periodontics – Assistant/Associate Professor*” or “*Pediatrics – Staff Physician*”.

You can include a job title in an opening paragraph for your job description and it can be a great summary of the job posting.

The University of Texas Medical School's Division of Oncology is recruiting for an Associate Professor with expertise in gastrointestinal oncology.

Please add the specific job title in the Comments section of the requisition.

Job Description

Each job description should include information that fully educates the candidate about the position they are applying for. Once a position is published online, it is also posted on a variety of websites and job boards. The job description needs to be a “sales pitch” with information about the type of candidate you are seeking and what the position will entail.

A great job description includes information about the day to day activities, the facility or department the person will be working in, whether or not they will be supervising people, expected daily duties, and more. If your department has been awarded or done noteworthy work, you can include that in the job description too.

Some questions to consider while creating a job description:

- Where will the person be working (Hospital, clinic, lab)? How would you describe the area?
- Is the job more focused on research, teaching, or patient care?
- Is the candidate supervising staff or students?
- Is the person going to interact with staff at other healthcare institutions?

Here is an example of a good job description:

The University of Texas Medical School has an excellent opportunity for a fellowship trained pediatric ophthalmologist with interest in ROP to join our multi-specialty group and become an integral part of the faculty in the Department of Ophthalmology and Visual Science at The University of Texas Health science Center at Houston. The group has an impressive new state

of the art facility with an available pediatric capable ASC in the building. In addition to the very busy private practice of the Cizik Eye clinic, there is a 120 bed NICU at Children's Memorial Hermann Hospital located across the street. The academic position involves a quality residency training program and an interest in clinical research is desirable.

Basic Qualifications

Basic qualifications, also known as minimum qualifications, are the foundation for the job posting. Basic qualifications are the standard that people must meet in order to be considered for the position. The following questions need to be answered to create basic qualifications:

- What is the minimum educational requirement? Is there a specific degree?
- Is there a state license needed for this position?
- Is there a board certification or membership to a professional association that is required?
- What is the minimum years of experience needed?

Here are some good examples of basic qualifications:

Candidates must have an M.D., be board certified in ophthalmology, completed fellowship training in ocular plastics and be eligible for full medical licensure in Texas.

Candidates must have a degree in dentistry, licensed to practice in Texas (or eligible to be licensed), and experienced in oral surgery.

Departmental Preferences

Job descriptions can also include “departmental preferences,” which are qualifications that are desired but not necessarily required. These can include a background in a certain type of research or patient care, the number of years in a specific role, or additional skills. Here are some good examples of departmental preferences:

The successful candidate will have a background in large scale public health studies, working with graduate students, and bi-lingual in Spanish.

The ideal candidate will have experience in nurse education, background in geriatric nursing, and that ability to develop training programs for nursing students.

Screening Questions

Based upon the desired basic qualifications, you can add screening questions that will filter out candidates during the application process. Here is an example of a screening question:

Are you licensed to practice medicine in the state of Texas or eligible to be licensed?

If the candidate answers “No”, their application will be automatically rejected and they will be notified by email. Using Screening Questions will help establish a selection of qualified candidates. You can add the questions during the submission process. HR may add questions based upon your posting.

Job Description Checklist

Full Job Title (rank, position, specialty)	
Job Description	
Location, with description	
Daily duties	
Supervisory role	
Research/Teaching/ Patient Care duties	
Basic Qualifications	
Minimum Education	
Required Certifications	
Departmental Preferences	
Years of experience in certain field	
Specialty skills	
Background or experience	

You can use this checklist as a guide to build your job description.