**Required Position Announcement Template**

**Instructions: Items in RED should be edited with your own information. Items in BLACK or BLUE should be left unchanged.**

Logo, company name

Description automatically generated

Tenure Track Faculty Position  
Department here

College name here

California State Polytechnic University, Pomona invites applications for a tenure track faculty position in the Department of XX. Cal Poly Pomona is one of three polytechnic universities in the 23-campus [California State University](https://www2.calstate.edu/) system and among 11 such institutions nationwide. Since its founding in 1938, Cal Poly Pomona students participate in an integrative experiential learning education that is inclusive, relevant, and values diverse perspectives and experiences. With a variety of degree programs in the arts, humanities, sciences, engineering, and professional disciplines, the university is well known for its learn-by-doing approach and [Teacher Scholar Model](https://www.cpp.edu/cafe/new-faculty-resources/teacher-scholar.shtml).

The university is noted for its scenic and historic 1,400-acre campus, which was once the winter ranch of cereal magnate W.K. Kellogg. We acknowledge that Cal Poly Pomona resides on the territorial and homelands of the Tongva and Tataavium people who are the traditional land caretakers of Tovaangar. The university’s nearly 30,000 students are taught and mentored by the campus’s more than 1,400 faculty as part of 54 baccalaureate and 29 master’s degree programs, 11 credential and certificate programs, and a doctorate in educational leadership.

Highly regarded among its peer institutions, Cal Poly Pomona is No. 2 in the *U.S. News and World Report* rankings of top public regional universities in the west and was named the No. 15 best value college in the nation by Money Magazine. Cal Poly Pomona, a Hispanic-Serving Institution and an Asian American and Native American Pacific Islander-Serving Institution, stands as a national leader in promoting [social mobility](https://www.socialmobilityindex.org/), and was placed among the 25 top institutions in the country in awarding bachelor’s degrees to minoritized students by *Diverse Issues in Higher Education*.

The Cal Poly Pomona campus is located less than 30 miles east of downtown Los Angeles at the intersection of Los Angeles, Orange, Riverside and San Bernardino counties. It is within an hour’s drive of beaches, mountains and deserts. For additional information about the university, please visit [www.cpp.edu](https://www.cpp.edu/), and for more about faculty life, please see [YourLife@CPP.](https://www.cpp.edu/yourlife/index.shtml)

**Student Population**. California residents comprise the majority (96%) of applicants to undergraduate programs at Cal Poly Pomona – nearly half (49%) of new students were transfers in Fall 2020. 58% of Cal Poly Pomona students are first generation, 70% receive financial aid, and 44% qualify as Pell-eligible. The university enrolls a diverse student body that identifies as 49% Latinx, 21% Asian, 15% White, 3% Black, 5% International 3% two or more races, 3% unknown and less than 1% Native Hawaiian or Native Pacific Islander and less than 1% Native American Indigenous. Thirty-nine percent of the student body were STEM majors with the top enrolled programs including psychology, mechanical engineering, civil engineering, biology and computer science.

**Inclusive Excellence Criteria**. We aspire to be the model [inclusive polytechnic university](https://www.cpp.edu/academicplan/polytechnic.shtml) in the nation. We have a strong commitment to inclusive excellence and to educational experiences that leverage the diverse perspectives and experiences needed to succeed and thrive in a diverse society.

Tenure track faculty hires will **demonstrate a commitment and record of contributions** through their teaching, scholarship, or service to these inclusive excellence criteria (a minimum of two must be addressed in the Student Success Statement):

1. Integrates the values of equity and inclusivity into their teaching, scholarship and/or service contributions with diverse student populations;
2. Incorporates the contributions and struggles of historic ethnic minority groups and communities into their teaching, scholarly work, and/or service contributions;
3. Adopts teaching strategies that supports the learning and success of students from diverse student populations;
4. Mentors and engages diverse student populations in discovery, scholarship, and creative activities;
5. Engages students in problem-based projects and learning that address the needs of diverse communities;
6. Possesses knowledge of challenges and barriers for underrepresented students and faculty within the discipline;
7. Mentors and assists diverse student populations interested in pursuing graduate education;
8. Engages in community-responsive action research or service with diverse student populations and communities;
9. Has experience in or demonstrates a commitment to adopting experiential learning activities and pedagogy with diverse student populations and communities; and
10. Has expertise in or demonstrated commitment to teaching, scholarship and/or service that contributes to access, diversity, and equal opportunity in higher education.

**College of XXX**: Your Dean’s office should provide you with some standard language to place here.

**Department of XXX**: This is your opportunity to describe your department in one paragraph, maybe two paragraphs. Why is it a great place to work? How many majors do you have? How many faculty? Do you have any areas of specialization? What are your department’s values? It’s a good area to highlight your commitment to equity and inclusion.

**Position description**: Describe what the newly hired person will do. Presumably they will teach classes (lower division, upper division, graduate?), participate in service, and conduct scholarship. Are they being hired to direct a special program? Or to develop a new curriculum?

**Minimum requirements include**: The minimum requirements are for items that are complete dealbreakers. Anyone who doesn’t meet the minimum requirements cannot be interviewed or hired. Place items here if you know that you MUST only consider people that meet these requirements. If you have a history of recruiting smaller pools of candidates, consider keeping this list brief.

NOTE: These items will be used to build your scoring rubric, so they should be carefully tailored to this particular search, but broad enough to allow you to recruit a robust pool of applicants.

* Degree requirement (PhD, EdD, “terminal degree” etc in Field XX or related field) (Degree must be conferred by the start date of the position.)
* A commitment and a record of contributions to student success through applicant’s teaching, scholarship, or service. This will be described in the Student Success Statement, which must address at least two of the inclusive excellence criteria listed above.
* Other requirements, such as:
* Ability to teach courses X, Y, and Z
* Evidence of ongoing scholarly research and publication in field Z
* Licenses or credentials
* Industry experience

**Preferred/Desired Qualifications:** In your process, you will give preference to candidates with these qualifications. These are items that would be a “plus” for any candidate. Again, remember that all these items will be used in building your rubrics to score the candidates. Items not listed here cannot be used to evaluate the applicants. Some examples include:

* University Teaching experience
* Experience supervising undergraduate research
* Post-doctoral experience
* Specialization in certain subdisciplines
* Professional development
* Industry experience
* Licenses or credentials
* Software development
* Ability to use specialized software or tools

**Conditions of Employment:**

The person offered this position is required to pass a background check.

**Application Process:** The first three items (cover letter, student success statement, and CV) are required of all searches. You may also require other items, such as the examples below. Limiting how much you require may allow you to recruit a broader pool and lower the time needed to review each file.

A completed application will consist of

* Cover letter in which you describe your interest in the position, relevant experience, and how you meet the minimum and preferred qualifications;
* A Student Success Statement (up to 2 pages, single-spaced) about your teaching or other experiences, successes, and challenges in working with a diverse student population. Please address at least two of the inclusive excellence criteria listed above;
* Curriculum vitae;
* Teaching Philosophy statement (2 page max);
* Research Statement (2 page max);
* Reprints of up to 3 publications;
* Link to a portfolio website providing 20 samples of the candidate’s own professional work;
* At least three letters of reference, at least one of which must specifically address teaching;
* The names and contact information for at least three individuals that can serve as references;
* Unofficial transcripts (undergraduate and graduate, official transcripts will be required of finalists);

Finalists for the position will:

* be required to provide official transcripts for highest degree before the on-campus interview;
* be required to provide three letters of reference dated within the last two years;
* Final candidates being interviewed are expected to make a presentation of creative work and a teaching demonstration to faculty and interact with students.

Instructions for submitting applications are listed at the Faculty Affairs site for University hires:  XXXX (Faculty Affairs will insert)

The position is open until filled. First consideration will be given to completed applications received no later than XXXX.

**Please direct inquiries to xxxxx@cpp.edu.**

**Affirmative Action/Equal Opportunity Employer**  
California State Polytechnic University, Pomona is an Equal Opportunity, Affirmative Action Employer. The university seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the people of California, to maintain the excellence of the university, and to offer our students richly varied disciplines, perspectives, and ways of knowing. Cal Poly Pomona subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, and covered veteran status. The university hires only individuals lawfully authorized to work in the United States. As required by the Clery Disclosure Act, the university prepares a public [annual security report.](https://www.cpp.edu/~police/annual-security-report.shtml)