**Position Title:**

**(RANK) of (DEPARTMENT) – Subfield**

**EXAMPLE, Single Rank:** Assistant Professor of Drama – Performance

**EXAMPLE, Multiple Rank:** Assistant/ Associate Professor of Drama – Performance

**EXAMPLE, Open Rank:** Open Rank Professor of Drama – Performance

University of Oklahoma, Norman Campus

**General Description:**

Short description, maximum of 400 words

Required Information: title/ rank (i.e., unranked, RT, TT, or T), college and department name, a brief summary of the position, responsibilities, targeted start date

Recommend Information: salary, college/department website link

Do not add any statement that may read as a diversity statement

**EXAMPLE:**

The Weitzenhoffer Family College of Fine Arts Helmerich School of Drama at the University of Oklahoma seeks applicants for a full-time tenure-track Assistant Professor of Performance with a starting date of August 15, 20XX. The Helmerich School of Drama encourages applications from all interested and qualified parties. Our mission statement and other information can be found at drama.ou.edu.  
  
The successful candidate will teach foundational acting courses to lower division students and may teach such specialty courses as Performing New Plays, Departures from Realism, Directing, Audition Technique and Professional Preparation. The Search Committee will also welcome proposals for courses depending on the successful candidate’s interest and expertise. Directing productions for the school could also be a part of the successful candidate’s creative activity, depending on interest and expertise. The school is looking for an innovative teacher and colleague prepared to inspire our students to help lead our industry in ever-evolving practices.

The school educates theatrical artists of all kinds, preparing them to enter the theatrical and entertainment profession with an expanded knowledge of an ever-evolving industry.  All the advantages of a liberal arts education in a renowned national-R1 university are combined with intensive conservatory-style training in BFA emphases in Performance, Dramaturgy, Design (scenic, lighting, costume, and sound), and Stage Management. The school is comprised of 26 full-time faculty and staff and 150 majors.

**Required and Preferred Qualifications:**

List of Required and, if applicable, preferred qualifications.

**EXAMPLE:**

**Required:**

* MFA/terminal theatre degree or equivalent professional experience.
* Experience teaching acting in multiple styles and genre.
* A significant professional profile in theatre, film, or television.

**Preferences (Not Required):**

* Teaching experience in other emphasis areas in drama, film and/or television.
* Experience directing and/or teaching directing.
* Experience with solo or site-specific performance.
* Related areas of special interest.
* Preferred qualifications may state units are looking for an individual that supports inclusive excellence.

**Application Instructions:**

List of required application materials. Application materials may differ by field (e.g., letters of reference vs. a list of references, writing samples, teaching videos, sample syllabi, teaching evaluations, etc.) Applicants can be told the cover letter may address examples of the candidate’s approach to teaching, inclusive excellence, research, service, graduate student mentorship, classroom management, etc.

Interfolio Weblink

**EXAMPLE:**

Applicants are invited to submit a comprehensive cover letter (not to exceed x pages), current C.V., writing sample, and three letters of recommendation  to https://apply.interfolio.com/XXXXX. The cover letter may address examples of the candidate’s approach to teaching, inclusive excellence, research, service, and graduate student mentorship. Additional materials may be requested at a later date. The search will remain open until filled.

**Contact Person and Application Review Date:**

Search committee chair contact information for inquires; i.e., name, email, and/ or phone number

**EXAMPLE:**

The search committee will begin reviewing applications on Month day, 20XX.

Inquires should be direct to the search committee chair:

Dr. XX , Title

University of Oklahoma

Email

Recommend adding to the below a general OU Info + link

**Note: Cannot Edit**

**Mission of the University of Oklahoma**

The Mission of the University of Oklahoma is to provide the best possible educational experience for our students through excellence in teaching, research and creative activity, and service to the state and society.

**Equal Employment Opportunity Statement**

The University of Oklahoma, in compliance with all applicable federal and state laws and regulations does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to:  admissions, employment, financial aid, housing, services in educational programs or activities, or health care services that the University operates or provides.

**Why You Belong at the University of Oklahoma**

The University of Oklahoma, fosters an inclusive culture of respect and civility, belonging, and access, which are essential to our collective pursuit of excellence and our determination to change lives. The unique talents, perspectives, and experiences of our community enrich the learning, and working environment at OU, inspiring us to harness our innovation, creativity, and collaboration for the advancement of people everywhere.