**Note to Colleges/Departments: Make a copy BEFORE editing.**

**[Last Updated: July 7, 2025]**



**Position Rank and Title:**

**School/Department Name:**

**Compensation:** Commensurate with qualifications, experience, and rank as established by the [CSU Salary Schedule](https://www2.calstate.edu/csu-system/careers/compensation/Pages/salary-schedule.aspx). Anticipated hiring academic year annual salary range: $ - $ **[required salary range: what the college reasonably expects to pay for the position]**

Faculty employee benefits are very competitive for the higher education sector. See the [CSU Employee Benefits Summary](https://www2.calstate.edu/csu-system/careers/benefits/Documents/employee-benefits-summary.pdf) for details about the CSU’s excellent benefits package.

**Target Start Date:** August XX, 2026

**Application Deadline:** *Insert date* (Applications accepted until filled or closed)

**Position Description**

The [Department/School Name] at San José State University is pleased to announce a search for [insert rank and specialization] beginning in August 2026. [Insert a 2-3 sentence description of the position described in the broadest terms that are accurate, listing several related or alternative topics/approaches, and offer a range of courses that might be taught].

The [Department/School Name] is [add a description of the department, including current initiatives and points of pride. What makes your department unique within the CSUs or compared to similar departments at other institutions? What is the community of faculty, students, and staff that candidates will be joining? What opportunities can you offer to prospective applicants? Include a link to the department website, making sure that the site is up-to-date.]

The [Department/School Name] and San José State University value inclusive excellence and are committed to advancing equity through research, teaching, and service. We enroll nearly 40,000 students, many of whom are historically underserved; approximately 45% of our undergraduate students are first-generation college students and 38% are Pell Grant recipients. In addition, we are both a Hispanic Serving Institution (HSI) and an Asian American and Native American Pacific Islander Serving Institution (AANAPISI). SJSU aspires to create holistic learning environments that facilitate both individual and collective transformation. We seek teacher-scholars who cultivate inclusive, empowering spaces for mutual learning, skill-building, and knowledge exchange for all students. Our commitment to lifelong learning supports meaningful connections among faculty, staff, students, alumni, and the broader communities we serve.

We invite all applicants to include a Statement of Inclusive Excellence (or incorporate it into your cover letter) to share how your lived and professional experiences will contribute to the SJSU community—particularly in relation to student success and inclusive education. A guide to writing this statement can be found at [SJSU Inclusive Excellence Statement Guidelines](https://www.sjsu.edu/provost/faculty-success/sjsu-inclusive_excellence-statement.php).

**Required Qualifications**

*Insert no more than five required qualifications (including final required bullet), such as the terminal degree requirement and other certifications or experience. Be specific and clear, carefully considering how these qualifications contribute to student success and how candidates will demonstrate these in their application materials and interviews. Please note that hire decisions must be based primarily on the items denoted as required. Broader required qualifications lead to more diverse applicant pools.*

* [First bullet: Terminal degree(s) in field(s), use department’s official terminal degree(s); e.g., PhD in Chemistry]
* [Insert required qualifications]
* Applicants should demonstrate an awareness of and sensitivity to the educational goals of a socially and economically diverse student population as might have been gained in cross-cultural study, training, teaching, and other comparable experience. [**required**]

**Preferred Qualifications**

*Additional qualifications the department hopes for and will consider favorably should be stated here. If there are no qualifications other than those required, do not include this section. Items in this section may influence hiring decisions, but they are not required.* ***Departments are advised to provide more preferences and fewer requirements.***

Priority will be given to candidates who possess one or more of the following:

* [Insert preferred qualifications, if any. Examples include grant awardees, teaching award winners, experienced online or remote educators, innovative scholars, tenure elsewhere, core course capable (e.g., writing, methods), and breadth of experience.]

**Key Responsibilities**

* [Insert key responsibilities]
* The candidate will participate in shared governance, usually in department, college, and university committees and other service assignments. [**required**]
* Faculty shall organize all their classes within the Canvas Learning Management System (LMS). **[required]**
* The candidate must demonstrate awareness and experience in understanding the needs of a student population of great diversity – in age, abilities, cultural background, ethnicity, religion, economic background, primary language, sexual orientation, gender identity, and academic preparation – through inclusive course materials, teaching strategies, and advisement. [**required**]

**Other Duties**

Note that all San José State University employees are considered mandated reporters under the California Child Abuse and Neglect Reporting Act and are required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment. Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and CSU systemwide policy, some faculty duties may lead to designation as a Campus Security Authority (CSA). CSAs are required to complete Clery Act training and to immediately report Clery incidents to the institution.

Faculty employees must complete CSU employee training as assigned and required based on their role (e.g., Data Security, FERPA, Preventing Discrimination and Harassment, Title IX, Health and Safety). The President may recommend or require compliance with safety measures that decrease the likelihood of COVID-19 transmission or illness and allows the core mission and activities of the campus to continue.

**Application Procedure**Click Apply Now to complete the SJSU Online Employment Application and attach the following documents [*departments may specify length of items below (e.g. 2 pages)*]:

* letter of interest
* curriculum vitae
* [inclusive excellence statement](https://www.sjsu.edu/provost/faculty-success/sjsu-inclusive_excellence-statement.php) (dedicated statement or addressed in letter of interest)
* statement of teaching interests/philosophy
* research plans
* [three references with contact information **or** three reference letters—the Department determines what to ask for and when. Search committees can also choose to use SkillSurvey, a tool which draws upon five references to collect feedback on candidates.]

Inquiries may be directed to the Department Chair or Search Committee Chair:Insert name and email*.*

**Conditional Offer**

The work for this faculty position may only be performed in the State of California and requires establishing an on-campus presence. [For positions pre-approved for exemption from CA residency requirements only, replace the prior sentence with: This is a position for which work may be conducted remotely or out of state. Employees are expected to perform their duties during regular business hours in the Pacific Time Zone.] Employment is contingent upon US residence and proof of eligibility to work in the United States. Satisfactory completion of a background check (including a criminal records check) is required for employment. SJSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current employee who was conditionally offered the position.

**San José State University: Silicon Valley's Public University**

Located in the heart of Silicon Valley — one of the most innovative regions in the world — [San José State University](http://www.sjsu.edu/about/index.php) is the founding campus of the 23-campus California State University (CSU) system and the first public university in the West. Recognized as a leading transformative educational institution, San José State is an essential partner in the technological, economic, cultural, and social development of Silicon Valley, the Bay Area, and California. SJSU is a top-200 school nationally in research funding and second highest in research productivity in the CSU system. Cutting-edge research, world-class scholarship, student-centered learning, diverse communities, and commitment to social justice, allow SJSU to provide life-changing opportunities and advance the public good locally and globally.

**Equal Employment Statement**

San José State University prohibits discrimination on the basis of Age, Ancestry, Caste, Color, Disability, Ethnicity, Gender, Gender Expression, Gender Identity, Genetic Information, Marital Status, Medical Condition, Military Status, Nationality, Race, Religion, Religious Creed, Sex, Sexual Orientation, Sex Stereotype, and Veteran Status. This policy applies to all San José State University students, faculty, and staff as well as University programs and activities. Reasonable accommodations are made for applicants with disabilities who self-disclose.

**Campus Security and Fire Safety Notification**

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Annual Security Report (ASR) is also now available for viewing at <https://www.sjsu.edu/clery/docs/SJSU-Annual-Security-Report.pdf>. The ASR contains the current security and safety-related policy statements, emergency preparedness and evacuation information, crime prevention and Sexual Assault prevention information, and information about drug and alcohol prevention programming. The ASR also contains statistics of Clery crimes for San José State University locations for the three most recent calendar years. A paper copy of the ASR is available upon request by contacting the Office of the Clery Director by phone at 408-924-1501 or by email at clerycompliance@sjsu.edu.

Pursuant to the Higher Education Opportunity Act, the Annual Fire Safety Report (AFSR) is available at <https://www.sjsu.edu/clery/docs/SJSU-Annual-Fire-Safety-Report.pdf>. The purpose of this report is to disclose statistics for fires that occurred within SJSU on-campus housing facilities for the three most recent calendar years, and to distribute fire safety policies and procedures intended to promote safety on Campus. A paper copy of the AFSR is available upon request by contacting the Housing Office by phone at 408-795-5600 or by email at uhs-frontdesk@sjsu.edu.