

Insert Department/Unit name

Address

Phone/Fax numbers

Electronic mail address

Web address

**POSITION # (assigned by unit)**

**Title: *(insert title)***

**Location: *(insert name of the Department/Center/Unit)*
University of Florida
Institute of Food and Agricultural Sciences (IFAS)
*(Insert City)*, Florida**

**Salary: Commensurate with Qualifications and Experience**

**Review Date: For full consideration, candidates should apply and submit materials by \_\_\_\_\_\_\_\_\_. The position will remain open until a viable applicant pool is determined.**

**Duties and Responsibilities**

The [Institute of Food and Agricultural Sciences](http://ifas.ufl.edu) is creating an environment that affirms community across all dimensions. We particularly welcome applicants who can contribute to such an environment through their scholarship, teaching, mentoring, and professional service. If an accommodation due to a disability is needed to apply for this position, please call 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD) or visit [Accessibility at UF](https://hr.ufl.edu/manager-resources/recruitment-staffing/institutional-equity-diversity/ada-and-accessibility-services-for-uf-employees-and-job-applicants/) .

This is a \_\_\_\_ month tenure-accruing position that will be \_\_\_% teaching (College of Agricultural and Life Sciences), \_\_\_% research (Florida Agricultural Experiment Station) and \_\_\_% extension (Florida Cooperative Extension Service), available in the ***(insert name of the Department, Center, or Unit)***, Institute of Food and Agricultural Sciences, at the University of Florida. This assignment may change in accordance with the needs of the unit. Duties will include ***(insert list and description of duties)***. Tenure will accrue in the Department of ***(insert name*)**. The faculty member will seek contract and grant funding actively to support their program. The faculty member will engage in Extension activities in their program area.

*Required for tenure track positions w/ Teaching appointment 10 percent or greater:*

The successful candidate will engage in scholarly activities related to instruction, including teaching undergraduate and/or graduate courses, advising and mentoring undergraduate and graduate students, participating in curriculum revision and enhancement, seeking funding for the teaching program, supervising undergraduate and graduate research and creative work, publishing teaching-related scholarship, producing learning tools, and engaging in professional development activities related to teaching and advising. Faculty are encouraged to support and participate in the CALS Honors Program, distance education, and international education.

*Required for tenure track positions w/ Teaching appointment less than 10 percent:*

The successful candidate will participate actively in undergraduate and graduate education by chairing and serving on graduate committees, supervising thesis, dissertation and undergraduate research, and publishing research results with students. Faculty are encouraged to participate in professional development activities related to teaching and advising and may teach courses and seminars.

*Required for all tenure-track positions:*

Because of the IFAS land-grant mission, all faculty are expected to be supportive of and engaged in all three mission areas—Research, Teaching and Extension—regardless of the assignment split specified in the position description.

Non-tenure track positions (edit as needed):

The faculty member will participate actively in undergraduate education and graduate education by chairing graduate committees, serving on graduate committees, supervising thesis and dissertation research, supervising undergraduate research, and publishing the results with their graduate students.

**Qualifications *(Add any additional requirements and preferences. Include ABD, degree earned by hire, etc. candidates if they will be considered)***

Required:

A doctorate (foreign equivalent acceptable) in ***(insert discipline)*** or a closely related discipline is required. Candidates should have demonstrated skills in verbal and written communication, interpersonal relationships, and procurement of extramural funding. Candidates must be supportive of the mission of the Land-Grant system. Candidates must also have a commitment to [UF core values](https://www.ufl.edu/about/core-values/).

Preferred:

Postdoctoral experience is desirable.

**Background Information:**

***(Add information specific to the hiring unit/s, as appropriate.)***

The [University of Florida](http://www.ufl.edu/) is a Land-Grant, Sea-Grant, and Space-Grant institution, encompassing virtually all academic and professional disciplines, with an enrollment of more than 56,000 students. UF is a member of The Association of American Universities. The [Institute of Food and Agricultural Sciences](http://ifas.ufl.edu) includes the [College of Agricultural and Life Sciences](http://cals.ufl.edu/), the [Florida Agricultural Experiment Station](http://research.ifas.ufl.edu/), the [Florida Cooperative Extension Service](https://sfyl.ifas.ufl.edu/), the [College of Veterinary Medicine](http://www.vetmed.ufl.edu/), the [Florida Sea Grant](http://www.flseagrant.org/) program, and encompasses 16 on-campus academic departments and schools, 12 Research and Educational Centers (REC) located throughout the state, 6 Research sites/demonstration units administered by RECs or academic departments, and Florida Cooperative Extension Service offices in all 67 counties (counties operate and maintain). The School of Natural Resources and Environment is an interdisciplinary unit housed in IFAS and managed by several colleges on campus. UF/IFAS employs nearly 4,500 people, which includes approximately 990 salaried faculty and 1,400 permanent support personnel located in Gainesville and throughout the state. IFAS, one of the nation’s largest agricultural and natural resources research and education organizations, is administered by a Vice President and four deans: the Dean of the College of Agricultural and Life Sciences, the Dean for Extension and Director of the Florida Cooperative Extension Service, the Dean for Research and Director of the Florida Agricultural Experiment Station, and the Dean for the College of Veterinary Medicine. UF/IFAS also engages in cooperative work with Florida A&M University in Tallahassee.

**Employment Conditions**

This position is available ***(insert date)***, and will be filled as soon thereafter as an acceptable applicant is available. Compensation is commensurate with the education, experience, and qualifications of the selected applicant.

**Nominations**

Nominations are welcome. Nominations need to include the complete name and address of the nominee. This information should be sent to:

Please refer to Requisition # \_\_\_\_\_\_\_\_\_\_\_\_\_***)***

***(Insert name of Search Chair)***

Chair, Search and Screen Committee

University of Florida

***(Department/Center/Unit)***

***(Address)***

***(City)*,** FL ***(Zip Code)***

Telephone: XXX.XXX.XXX, extension XXX

Facsimile: XXX.XXX.XXX

Electronic Mail: XXX@ufl.edu

**Application Information**

(edit as needed)

* Individuals wishing to apply should go online to explore.jobs.ufl.edu/en-us/job/ and submit:
	+ Cover letter that states applicant’s interest in the position and qualifications relative to the credentials listed above
	+ Curriculum vitae
	+ Contact information (including email addresses) for \_\_\_\_\_ individuals willing to write letters of recommendation
	+ Unofficial transcripts

Selected candidate will be required to provide an official transcript to the hiring department upon hire. A transcript will not be considered “official” if a designation of “Issued to Student” is visible.  Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by [National Association of Credential Evaluation Services (NACES)](http://www.naces.org/).

Hiring is contingent upon eligibility to work in the US. The University of Florida is a public institution and subject to all requirements under Florida Sunshine and Public Record laws.

The [University of Florida](http://www.ufl.edu) is an Equal Opportunity Institution. The University and greater Gainesville community enjoy a variety of cultural events, restaurants, year-round outdoor recreational activities, and social opportunities.