



UNIVERSITY
AT ALBANY

State University of New York

ANNOUNCEMENT OF VACANCY

Form UP-5

This three-page form is required for posting a University at Albany **Professional** or **Faculty** Vacancy on the Human Resources web site (all vacancies are posted via Interview Exchange). It does not exempt you from filing the necessary forms with Human Resources or with the Office of Diversity and Inclusion. You must include a printed copy of your Vacancy Announcement in your Search Packet (<http://hr.albany.edu/content/recruit1.asp>).

Vacancy Type: Faculty Professional

Budget Title:

Descriptive (Campus) Title:

Brief Description of Duties (5,000 character limit):

Qualifications: The following text will be included in your vacancy announcement. Please add specific qualifications in the box below.

All professional and faculty positions at the University require a degree from a college or university accredited by a U.S. Department of Education or internationally recognized accrediting organization; additionally applicants must address in their applications their ability to work with a culturally diverse population.

Special Notes: The following text will be included in your vacancy announcement. Add any additional notes in the box below.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, mandates that all Title IV institutions, without exception, prepare, publish and distribute an Annual Security Report. This report consists of two basic parts: disclosure of the University's crime statistics for the past three years; and disclosures regarding the University's current campus security policies. The University at Albany's Annual Security Report is available in PDF format by clicking this link <http://police.albany.edu/ASR.shtml>.

THE UNIVERSITY AT ALBANY IS AN EO/AA/IRCA/ADA EMPLOYER

Please note: for Professional postings requiring an initial 10-day internal search, the following text will be added by to the Special Notes section of your vacancy announcement:

This is a promotional opportunity for current UAlbany employees. To be eligible for consideration you must meet the following criteria:

- *You must be employed at the University at Albany campus*
- *You must be in a State funded UUP professional position (MC employees are not eligible)*
- *You must have a permanent, term, or probationary appointment (temporary employees are not eligible)*

For details concerning the University's Promotion Policy for Professional Employees, please see HR Memorandum 88-4 (<http://hr.albany.edu/content/HRM88-4.asp>).

Professional Rank and Salary Range:

Application Instructions: The following text will be included in your vacancy announcement. Please list the required application documents in the box below.

Persons interested in the above position are encouraged to apply online via Interview Exchange.

Date to be filled:

Closing date for receipt of applications:

Department Contact Person (this information will not appear in the vacancy announcement):

Optional Pre-screening Questions: You have the option to ask up to 10 pre-screening questions to help you identify qualified applicants through the Interview Exchange system. These questions should be taken from your minimum (not preferred) qualifications. For example, we usually ask, "Do you have a [insert appropriate degree type] degree from a college or university accredited by a U.S. Department of Education (DOE) or internationally recognized accrediting organization?" and "Are you able to work with a culturally diverse population?" Please list your questions here.