The Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of Oregon is seeking qualified applicants for its open [instruction/research] pool. Positions are limited duration appointments potentially renewable for up to a total of three years. In limited circumstances, there is the possibility of renewal beyond three years based on programmatic need, funding and performance.

[For instructional positions:] Potential courses may include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[For research positions:] Potential areas of research include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Add minimum and preferred qualifications here.]

The University of Oregon and the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ are committed to creating a more inclusive and diverse institution and seek candidates with demonstrated potential to contribute positively to its diverse community.

To apply, please submit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Send materials to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Applications will be accepted on a continuous basis and screening of applications will take place as positions become available and continue until positions are filled. This pool will remain active until [date 1 year from pool opening].

More information about the Department \_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of Oregon may be found by visiting the department website at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EO/AA/ADA institution committed to cultural diversity. The University encourages all qualified individuals to apply, and does not discriminate on the basis of any protected status, including veteran and disability status.

Please note:

* If your pool includes more than one rank, be sure that degree requirements and other minimum and preferred qualifications are listed separately for each rank.
* If you are hiring research positions, please include the following language: “Hires from this pool may require a background check.”

**Thoughts about outreach and recruitment for open applicant pools:**

It is our experience that advertising open applicant pools in local newspapers results in very limited return on investment. In order to support open applicant pool processes that are as efficient and cost-effective as possible, we suggest that departments use <http://academicjobsonline.com> as an advertising venue. Our institutional membership means that the cost of posting a pool announcement on this site is limited to $150. As a result of an additional institutional membership, your pool announcement will automatically be posted at the [Greater Oregon Higher Education Recruitment Consortium](https://hr.uoregon.edu/job-openings/go-herc) (GO HERC). Sharing your pool announcement with additional programs, list serves and professional networks is also strongly encouraged.

For more information on preparing information for an open applicant pool, see [here](http://aaeo.uoregon.edu/sites/aaeo.uoregon.edu/files/NAPO%20Submission%20Checklist%20for%20Open%20Applicant%20Pools_0.pdf).