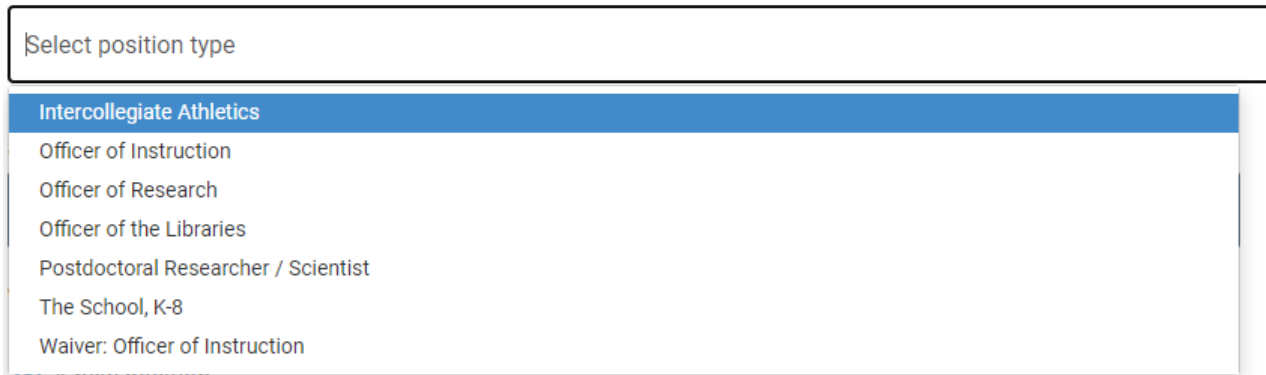## Create a Position

On the Positions page, select "New Position" in the top right corner.

Create Position

Please select information about the position you want to create. You cannot make changes to these fields once the position is created.

Type *

Select position type

| Intercollegiate Athletics |
| Officer of Instruction |
| Officer of Research |
| Officer of the Libraries |
| Postdoctoral Researcher / Scientist |
| The School, K-8 |
| Waiver: Officer of Instruction |

A new position

Search For or Select Unit

Columbia University Test

What kind of position would you like to create?

◉ A new position

○ Clone from an existing position

Create   Cancel

Things to Remember:

- Choose the appropriate position type, this is the only way to indicate the Officer Type for reporting purposes
- You will only have access to the units where you work in the "Search For or Select Unit." If you are missing a unit email academicrecruiting@columbia.edu for assistance.
- Select "A new position" if this is the first time you are creating the posting. If you select "Clone from an existing," please review the copied text within the posting to ensure dates and links are updated.

Descriptions and Dates

Position Title *

Official University Position Title [do not include departments, subunits, etc. if it is not a part of the formal title]

Location *

Use Location Code - Morningside is 01, CUIMC is 02, LDEO is 04, Nevis is 05, Manhattanville is 06

Position Type

Officer of Instruction

Salary Range or Pay Grade * ⑦

e.g., $80,000 - $100,000 a year; GS-8

$225,000-$300,000

17/100 characters

Open Date *

Feb 2, 2023   🗓   ❓

Deadline

⦿ Rolling Deadline   ○ Specific Date

Position Description *

| 🗐 🗐 | **B** *I* 𝐼ₓ | ≔ ∷ ⊣≣ ⊦≣ | ⊕ ⬚ | 🖼 Ω |

The Department of Religion at Columbia University is seeking a full Professor of Religion specializing in Early Christianity or Islamic Traditions. The ideal candidate must already be a tenured full professor or be eligible to be promoted to full professor within one year of hiring. We are particularly interested in candidates that have experience in either or both religions in multiple countries on multiple continents.

body   p

Qualifications

| 🗐 🗐 | **B** *I* 𝐼ₓ | ≔ ∷ ⊣≣ ⊦≣ | ⊕ ⬚ | 🖼 Ω |

Minimum Qualifications:

You can use paragraphs to describe the minimum qualifications or bullet points. Please include degree requirements in this section.

Preferred Qualifications:

You can use paragraphs to describe the preferred qualifications or bullet points

body   p

Things to Remember:

- Use Location Codes – Morningside 01, CUIMC 02, LDEO 04, Nevis 05, Manhattanville 06, Other 70.
- Make sure to provide the Unit Administrator with enough time to review and approve the post, select open dates that are a couple of days (or more) away. Posts auto open and auto publish the morning after final approval. The Open Date needs at minimum be listed as the day after final approval (view the date and edit as needed prior to final approval).

Last updated: 10/9/2023

Application Instructions

Hiring Salary Range:

- Associate Professor: $225,000-$260,000
- Professor: $260,001-$300,000

body   p

Equal Employment Opportunity Statement

Columbia University is an Equal Opportunity Employer / Disability / Veteran

Pay Transparency Disclosure

The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to departmental budgets, qualifications, experience, education, licenses, specialty, and training. The above hiring range represents the University's good faith and reasonable estimate of the range of possible compensation at the time of posting.

Advertising Setting

What is the advertising setting for this position? *
Learn more about the advertising setting

- ● **Public**, the position will be available for applicants to find and apply online.
- ○ **Private**, the position will not be discoverable in any public position feeds managed by Interfolio.

✔ **Save & Continue**

- Rolling Deadline=Open until Filled; Specific Date= The posting will close on a specific date
- The Job Description and Qualifications fields are mandatory
- If this is an open rank position use this format in the Application Instructions field " Hiring Salary Range: [$minimum salary of the lowest rank] - [$maximum salary of the highest rank]. Then provide a salary range by rank using this format : Rank: [$minimum hiring salary] - [maximum hiring salary], Rank 2: [$minimum hiring salary] - [$maximum hiring salary] until all ranks represented in the post have a salary range. **As of November 1, 2022 the NYC Pay Transparency Act requires that all employment opportunities in NYC include a salary range.**
- **The pay transparency disclosure is a part of the position posting template and is located under the EEO statement, you do not need to add this to the application instructions section.**

Required Documents

1 Documents Required
Drag and drop the documents in the list below to change the order they will appear in the application requirements.

1	C.V.	✏ ✖

+ Add Requirement   se make sure to
                                                                                    nts of the letter.

Additional Applicant Options

☐ Applicants may add additional documents

You may give applicants the ability to include additional materials with their application. If you have documents that you recommend, but don't require as part of the application, you should select this choice.

☐ Send a message on application submission.

Evaluation Settings

4 Criteria

Drag and drop the criteria in the list below to change the order they will appear in the application review process.

Note: at least one criterion must be created in order to rate candidates.

Scholarship	✖
Teaching Experience	✖
Research	✖
Use of Inclusive Practices in the classroom	✖

➕ Add Criterion

Blind Review

☑ Evaluators should not see others' comments and ratings

Things to Remember:

- Evaluation Criteria is not mandatory, if you use this feature you can add up to five (5) criteria
- Blind review may be turned on or off depending on the search committee's preference

Application Forms

0 Forms Required

Drag and drop the documents in the list below to change the order they will appear in the document delivery packet.

➕ Add Form

☑ Applicants must complete an Equal Employment Opportunity form

EEO-1/Affirmative Action Voluntary Self Identification Form

Note: EEO responses can be viewed by EEO officers and administrators but not by committee members. EEO forms may be required by institutional or unit administrators.

Things to Remember:

- The EEO form is locked and cannot be edited
- Application Forms is another name for Supplemental Questions. Please search the question bank before requesting that a new application form be created.
- Once you add an Application Form to a posting and the posting goes live, it cannot be edited
- Application forms cannot ask questions about any candidate's protected class statuses.

Search Committee

Last updated: 10/9/2023

Things to Remember:

- You must include at least one Committee Manager (typically the person who created the post)
- You must include at least one Evaluator (Search Committee Member) but the entire search committee must be listed prior to submitting a selectee for AA clearance
- You must have an Evaluator and a Committee Manager listed in order to receive automatic AA Clearance

Internal Notes

Position ID or Requisition Number

> Leave blank

Appointment Type

> — Select Appointment Type —

— Select Appointment Type —
Fixed Term
Continuing
Tenure Track
Tenured

Title

e.g., Visiting, Clinical, Research

> Leave blank

Discipline

> List the discipline or subunit where the role is located

Position Term Length

> — Select Term —

Anticipated Start Date

> Jul 1, 2021

Last updated: 10/9/2023

Funding Source

e.g, Vice-President's Office; Grant Foundation

> Optional

Hiring Plan

Place advertising information in this field using the following format. The job opening must be posted to at **least two external sites for a minimum of thirty (30) days**.

Advertising / Marketing Source Name 1

- Dates the employment posting will run. [April 1, 2021 to June 30, 2021).
- Website where the employment posting is listed [www.chronicle.com].

Advertising / Marketing Source Name 2

- Dates the employment posting will run. [April 1, 2021 to June 30, 2021).
- Website where the employment posting is listed [www.chronicle.com].

body ul li

General Notes

If the posting is a time limited position place the end date here in the format listed below--do not include any text. If the position is continuous, leave this field blank.

06/30/2022

body p

Things to Remember:

- Internal Notes will not post to Careers at Columbia
- Under Appointment Type please only use: **Fixed Term** or **Continuing. Do not use Tenure or Tenure-track.** *This field is reportable.*
- **Please include an Anticipated Start Date (this is important for our Internal Reports). This field is required and should be more than 30 days out from the date the post goes live. Positions must be active for a minimum of thirty (30) full calendar days.**
- Two Advertising sources in a minimum requirement, please advertise more broadly if feasible. HERC and Circa (DiversityJobs) do not count toward the advertising requirements. External advertising **must be active for a minimum of thirty (30) full calendar days.**
- Skip Position Term Length, when the posting is a time limited position please and include the end date in the General Notes field. Only put the date in the General Notes field in this format: 00/00/0000.
- Do not place any text beyond the End Date (when applicable) in the general notes field. If there are notes you want to keep with the posting, type them as a word document and upload them using the File Upload option in this section – uploaded files are not viewable by applicants.
- Submit the draft post for review by the Unit Administrator who should pay close attention to the Open Date which should be at least one day after the Unit Administrator approves the post.

Last updated: 10/9/2023