

Office of Human Resources  
YOUNGSTOWN STATE UNIVERSITY

# Application Process for Faculty Positions

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**Applications are accepted for posted vacancies only.** Applicants interested in part-time teaching positions should contact the appropriate department directly. Finalists for a specific job posting must complete a Youngstown State University application form prior to an in-person interview. He/she must also submit all documents and materials required in the application procedure listed in the job announcement. Submission of these materials is the applicant's responsibility. **APPLICATIONS WITHOUT ALL REQUIRED MATERIALS ARE INCOMPLETE AND WILL NOT BE CONSIDERED.**

Each section of the application form should be completed; write N/A if not applicable and/or 'see resume' if requested information can be found on your resume. If letters of recommendation, transcripts, or other supplemental materials are sent under separate cover, please include your full name on the documents and forward to the department listed on the job announcement, Attention: (position for which you are applying). All application materials (including the YSU application form) should be mailed or delivered according to the application procedure outlined on the job announcement. Faxed materials will not be accepted. Faculty positions normally have screening dates rather than firm deadline dates. Applicants are ensured full consideration if received by the screening date listed on the job announcement. Applications received after that date may or may not be reviewed depending upon the progress of the search.

Applicants applying for different positions must submit a separate YSU application form (applications may be copied) and a separate set of documents as required in the application procedure on the job announcement for each position. Each application must have an original signature and must have a current date. All application materials become the property of YSU and will not be returned.

The university is required by federal/state employment reporting regulations to maintain a record of applicant demographic data including gender, race, age, disability, and veteran status. The "Affirmative Action Information" form is provided for this purpose only. Completing and returning this form is optional. All applicants are subject to a background investigation prior to being hired. A Release for Background Information form is enclosed. Applications returned without a completed Release for Background Information form will not be considered.

## **APPLICATION REVIEW PROCESS**

After the application screening or deadline date, an appointed search committee will review the applications to check for completeness, determine which applicants possess the minimum qualifications, and will then select applicants for interview. Applicants who do not fully meet the qualifications will not be considered. Meeting the minimum qualifications does not assure applicants of an interview. Applicants selected for interview will be notified by telephone and will be interviewed by the search committee. The department will notify all applicants by mail when the position has been filled. If circumstances require searches to be extended or delayed, applicants will be notified of the status.

YSU Office of Human Resources  
Jones Hall, Room 3025  
Youngstown, OH 44555

For information relative to job opportunities, contact Human Resources: (330) 941-2989

[http://www.cc.yosu.edu/hr/Position\\_Announcements.htm](http://www.cc.yosu.edu/hr/Position_Announcements.htm)