UT Health Science Center – Faculty Job Description Template

The Job Description Template is to be completed, in its entirety, by the respective departments. This template must be attached to their corresponding position number in IRIS. The Office of Access and Compliance reviews the template and posts the job description on the HR job site. The template, with an included institutional message composed by Communications and Marketing, will ensure posting uniformity across departments and required Equal Employment Opportunity Compliance.

\*OAC prefers a Word doc copy to be uploaded when requesting new position numbers.

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| Full Job Title (rank, specialty) |  |
| Position Number(s) |  |
| Full-time or Part-time (include percentage) |  |
| Hiring Manager, Assistant Hiring Manager (if applicable) |  |
| Job Description | |
| Description/Duties  (specify tenure or non-tenure track)  **MUST SPECIFY IF THIS IS AN INTERNAL SEARCH** | . |
| Supervisory role |  |
| Research/Teaching/ Patient Care Duties |  |
| Basic Qualifications | |
| Minimum Education  Required certifications  Required Licensure |  |
| Departmental Preferences | |
| Background/Experience  Specialty Skills |  |