UT Health Science Center – Faculty Job Description Template

The Job Description Template is to be completed in its entirety by the respective departments. The template content should include the **JOB IDENTIFICATION NUMBER generated in DASH**. The Office of Access and Compliance reviews the template and posts the job description on the DASH Career Site. The template will ensure uniformity in posting messages 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) |   |
| DASH Job Identification Number(s)  |  |
| Full-time or Part-time (include percentage and, if applicable if more than one position) |  |
| 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 certificationsRequired Licensure |  |
| Departmental Preferences |
| Background/ExperienceSpecialty Skills |  |