

# How To Apply For A Faculty Position At Wesleyan University

1

Navigate to <https://www.wesleyan.edu/hr/careers/index.html>. Enter either as an External Applicant or an Internal Applicant

COVID-19  
Information

2024 Performance  
Reviews

APPLICATON STATUS

## Applying for a position after July 1, 2024

Please access the Careers site by clicking on the button below.

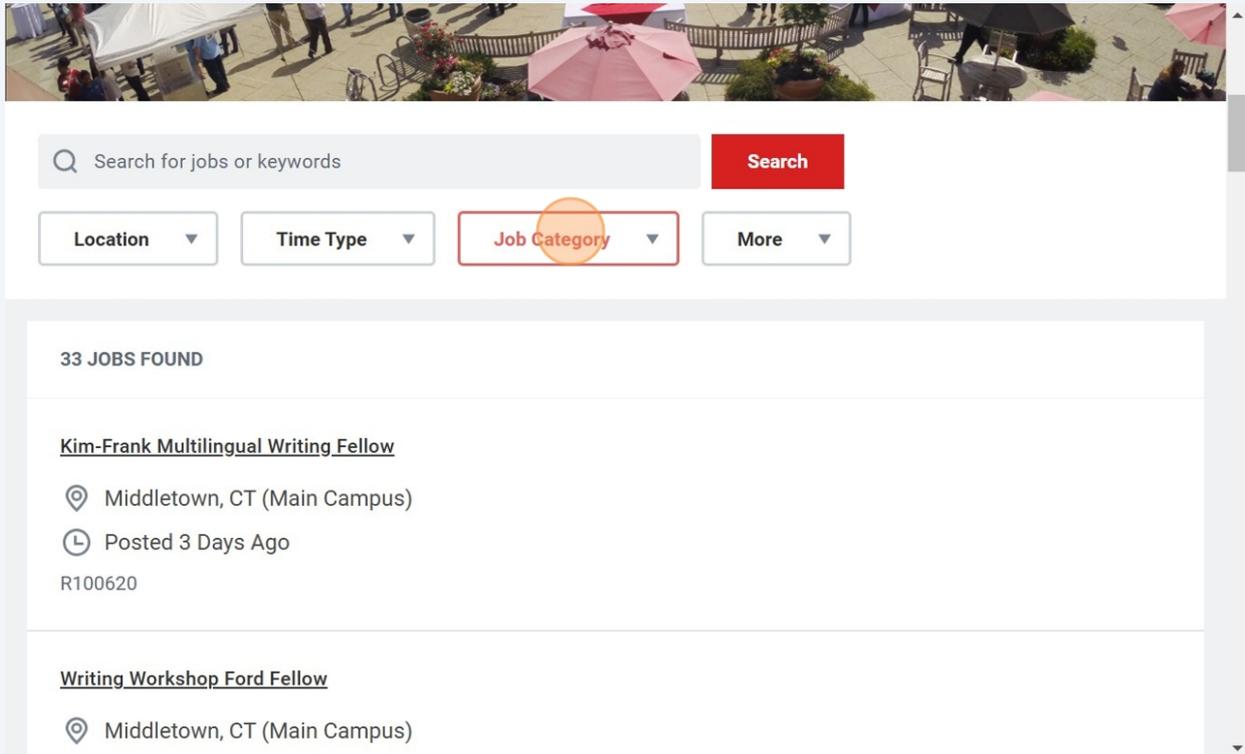
EXTERNAL APPLICANTS

Current employees of Wesleyan must apply for jobs using the Job Hubs in their Workday Portal by clicking on the button below.

INTERNAL APPLICANTS

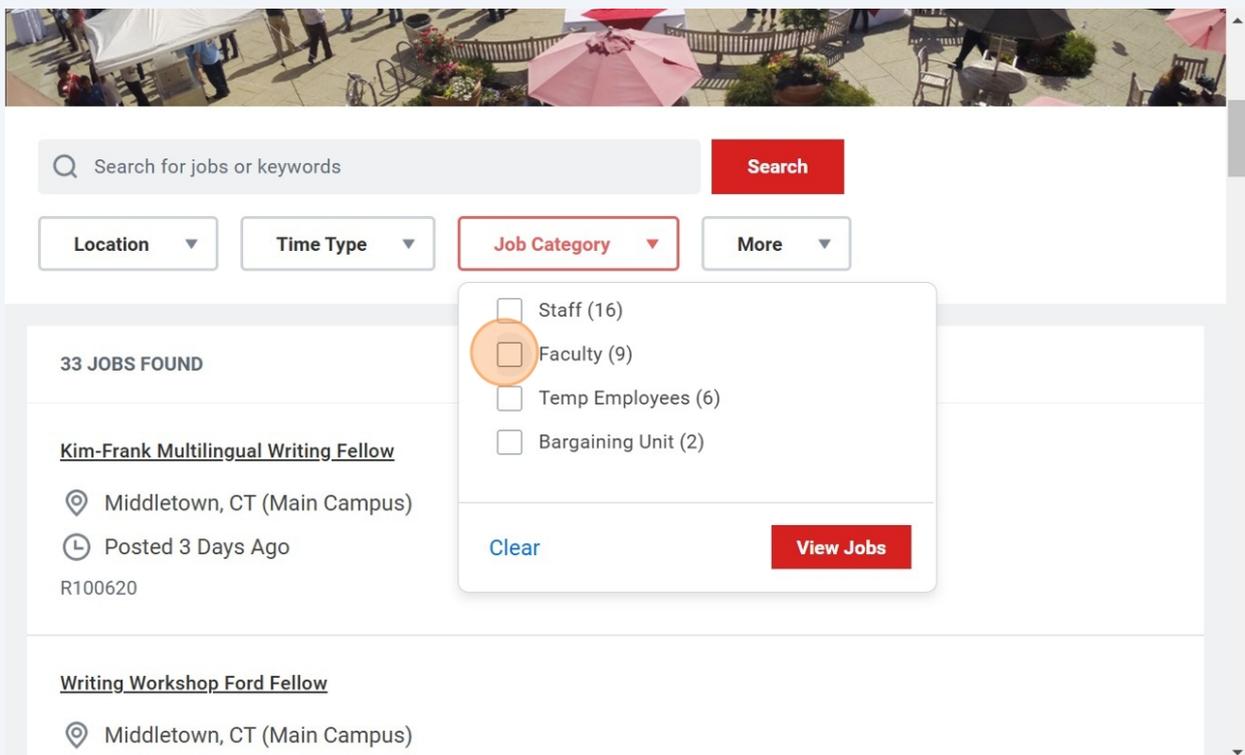


## 2 Click "Job Category"



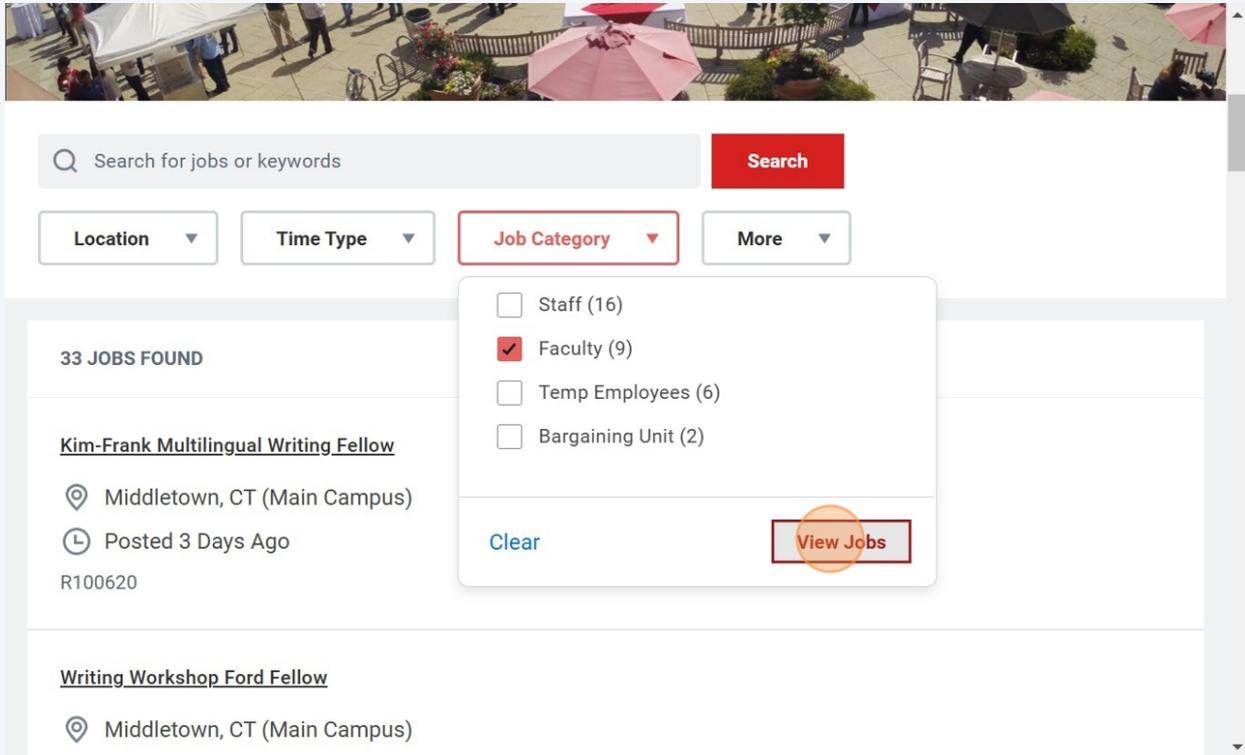
The screenshot shows a job search interface. At the top, there is a search bar with the placeholder text "Search for jobs or keywords" and a red "Search" button. Below the search bar are four filter buttons: "Location", "Time Type", "Job Category", and "More". The "Job Category" button is highlighted with a red border and an orange circle. Below the filters, the text "33 JOBS FOUND" is displayed. Two job listings are visible: "Kim-Frank Multilingual Writing Fellow" and "Writing Workshop Ford Fellow". Each listing includes a location icon and the text "Middletown, CT (Main Campus)" and "Posted 3 Days Ago". The job ID "R100620" is also present.

## 3 Click the "Faculty (9)" field.



The screenshot shows the same job search interface as above, but with the "Job Category" dropdown menu open. The menu lists four options: "Staff (16)", "Faculty (9)", "Temp Employees (6)", and "Bargaining Unit (2)". The "Faculty (9)" option is highlighted with an orange circle. Below the menu are two buttons: "Clear" and "View Jobs". The job listings below the menu are the same as in the previous screenshot.

4 Click "View Jobs"



The screenshot displays a job search interface. At the top, there is a search bar with the placeholder text "Search for jobs or keywords" and a red "Search" button. Below the search bar are four filter buttons: "Location", "Time Type", "Job Category", and "More". The "Job Category" filter is expanded, showing a list of categories with checkboxes: "Staff (16)", "Faculty (9)", "Temp Employees (6)", and "Bargaining Unit (2)". The "Faculty (9)" option is selected. Below the filters, the text "33 JOBS FOUND" is displayed. The first job listing is "Kim-Frank Multilingual Writing Fellow", located in "Middletown, CT (Main Campus)", posted "3 Days Ago", with ID "R100620". The second job listing is "Writing Workshop Ford Fellow", also located in "Middletown, CT (Main Campus)". A "View Jobs" button is highlighted with a red box and a red circle.

5 Click on the job you would like to apply to.

6 Click "Apply"



## Visiting Assistant Professor of History

Apply

Middletown, CT (Main Campus)

Full time

Posted 18 Days Ago

R100609

Wesleyan University's Department of History invites applications for a one year full-time Visiting Professor of United States History beginning September 1, 2025. Applicants should be conducting research on political and social history and movements and be able to teach courses with a focus on those fields. Ph.D. in History or related field should be in hand by the time of appointment to be hired as a Professor; a successful candidate may be hired as an Instructor if the candidate does not have a Ph.D. in hand at the time of appointment, but will complete the Ph.D. in History or related field within one year of hire. The teaching load is 3/2. in person on Wesleyan's campus. With a strong and diverse undergraduate student body, Wesleyan is a

7 Click "Apply Manually" or "Autofill with Resume". If you click "Autofill with Resume" many of the categories will be prefilled for you.



## Visiting Assistant Professor of History

Apply

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Wesleyan University's Department of History invites applications for a one year full-time Visiting Professor of United States History beginning September 1, 2025. Applicants should be conducting research on political and social history and movements and be able to teach courses with a focus on those fields. Ph.D. in History or related field should be in hand by the time of appointment to be hired as a Professor; a successful candidate may be hired as an Instructor if the candidate does not have a Ph.D. in hand at the time of appointment, but will complete the Ph.D. in History or related field within one year of hire. The teaching load is 3/2. in person on Wesleyan's campus. With a strong and diverse undergraduate student body, Wesleyan is a

### Start Your Application

Visiting Assistant Professor of History

Current Wesleyan employees need to use Jobs Hub in Workday to apply to this job.

Autofill with Resume

Apply Manually

Use My Last Application

Visiting Professor of History invites applications for a one year full-time Visiting Professor of United States History beginning September 1, 2025. Applicants should be conducting research on political and social history and movements and be able to teach courses with a focus on those fields. Ph.D. in History or related field should be in hand by the time of appointment to be hired as a Professor; a successful candidate may be hired as an Instructor if the candidate does not have a Ph.D. in hand at the time of appointment, but will complete the Ph.D. in History or related field within one year of hire. The teaching load is 3/2. in person on Wesleyan's campus. With a strong and diverse undergraduate student body, Wesleyan is a

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Click "Create Account"



Careers at Wesleyan

wesleyan.edu

Search for Jobs

Introduce Yourself

### Sign In

Email Address

Password

Sign In

Don't have an account yet? [Create Account](#)

[Forgot your password?](#)

Follow Us



9 Enter your Email address and Password.

**W** Careers at Wesleyan wesleyan.edu Search for Jobs Introduce Yourself

- A lowercase character
- A special character
- An uppercase character
- A numeric character
- A minimum of 8 characters
- An alphabetic character

Email Address

Password

Verify New Password

Thank you for your interest in employment at Wesleyan University. Please create an account to apply and track your application status.

10 Click the "I agree to creating this account to allow me to apply to positions at Wesleyan University." field.

**W** Careers at Wesleyan wesleyan.edu Search for Jobs Introduce Yourself

Password

Verify New Password

Thank you for your interest in employment at Wesleyan University. Please create an account to apply and track your application status.

I agree to creating this account to allow me to apply to positions at Wesleyan University.

**Create Account**

Already have an account? [Sign In](#)

[Forgot your password?](#)

11 Click "Create Account"

**W** **Careers at Wesleyan**      wesleyan.edu      Search for Jobs      Introduce Yourself

Password  
.....

Verify New Password  
.....

Thank you for your interest in employment at Wesleyan University. Please create an account to apply and track your application status.

I agree to creating this account to allow me to apply to positions at Wesleyan University.

**Create Account**

Already have an account? [Sign In](#)

[Forgot your password?](#)

12 Fill out the questions on this panel.

**Careers at Wesleyan**

\* Indicates a required field

How Did You Hear About Us? \*

13 Enter your Demographic data if it hasn't been pulled from your CV.

**Careers at Wesleyan**

**Legal Name**  
Prefix

14 Click "Save and Continue"

The screenshot shows the 'Careers at Wesleyan' application form. At the top left is the Wesleyan University logo (a red shield with a white 'W') and the text 'Careers at Wesleyan'. To the right is a hamburger menu icon. Below the header is a form with two input fields: the first is empty, and the second is labeled 'Phone Extension'. In the center, there is a 'Follow Us' section with icons for Facebook, LinkedIn, X, and YouTube, and a 'Privacy' link below them. At the bottom center is the Workday logo and the text '© 2025 Workday, Inc. All rights reserved.'. In the bottom right corner, a red-bordered button with the text 'Save and Continue' is highlighted with a red circle.

15

Click "Select files" to upload the required documents requested in the application. Upload as many documents as are required.

**W** Careers at Wesleyan

### Attachments

Please upload the documents that have been requested in the application instruction section of the job posting. Required documents may include cover letter, CV/resume, teaching statement, research statement, writing samples or other documents.

Upload a file (5MB max) \*

Drop files here  
or [Select files](#)

Back Save and Continue

16

Click "Save and Continue" when complete.

**W** Careers at Wesleyan

teaching statement, research statement, writing samples or other documents.

Upload a file (5MB max) \*

Drop files here  
or [Select files](#)

PDF How to End a Student Job.pdf  
757.6 KB  
✓ Successfully Uploaded!

Back Save and Continue

17 Complete the questions on this panel:



### Application Questions

\* Indicates a required field

Do you have any relatives who are employed by Wesleyan University? \*

select one  ▼

If you answered yes to the above question, please provide name(s), relationship(s) and department(s) your relative(s) is/are employed.

What type of schedule are you seeking? \*

- Full Time
- Part Time

Back

Save and Continue

18 Click "Save and Continue"

The screenshot shows the 'Careers at Wesleyan' application form. At the top left is the Wesleyan logo and the text 'Careers at Wesleyan'. At the top right is a hamburger menu icon. The form contains the following sections:

- US Employment Eligibility\***: A dropdown menu with the selected option 'I am authorized to work for all employers in t...'. A red circle highlights this dropdown.
- Visa Sponsorship\***: A dropdown menu with the selected option 'I will not require sponsorship for employmen...'. A red circle highlights this dropdown.
- Are you at least 18 years old?\***: A dropdown menu with the selected option 'Yes'. A red circle highlights this dropdown.
- What is the reason you left or are considering leaving your most recent position?**: A large empty text input field.

At the bottom right of the form, there are two buttons: a black 'Back' button and a red 'Save and Continue' button. A red circle highlights the 'Save and Continue' button.

19 To continue the application process you will need to select the box certifying all the information that you you have provided is true and complete.

The screenshot shows the 'Careers at Wesleyan' application form. At the top left is the Wesleyan logo and the text 'Careers at Wesleyan'. At the top right is a hamburger menu icon. The form contains the following sections:

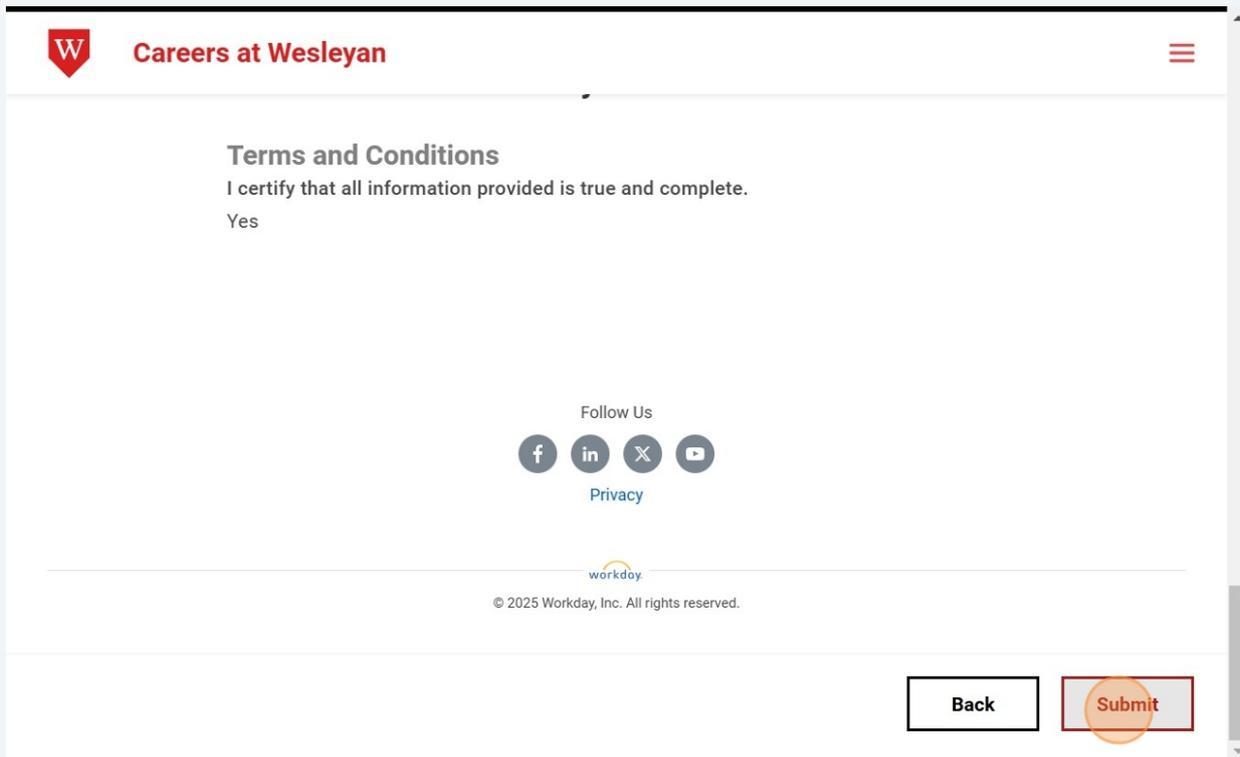
- A paragraph of text: "benefit. I agree that if wesleyan employs me that I would be an employee-at-will, unless an authorized official of Wesleyan agrees in writing to different terms, or if I am informed by Wesleyan in writing that the position is covered by a collective bargaining contract. I also agree that as an employee-at-will I would have the right to terminate my employment without cause and without notice at any time and Wesleyan also would have this right."
- I certify that all information provided is true and complete.\***: A checkbox with a red circle highlighting it.

Below the certification section, there are social media icons for Facebook, LinkedIn, X, and YouTube, with the text 'Follow Us' above them. Below the social media icons is a 'Privacy' link. At the bottom of the page, there is a 'workday' logo. At the bottom right of the form, there are two buttons: a black 'Back' button and a red 'Save and Continue' button.

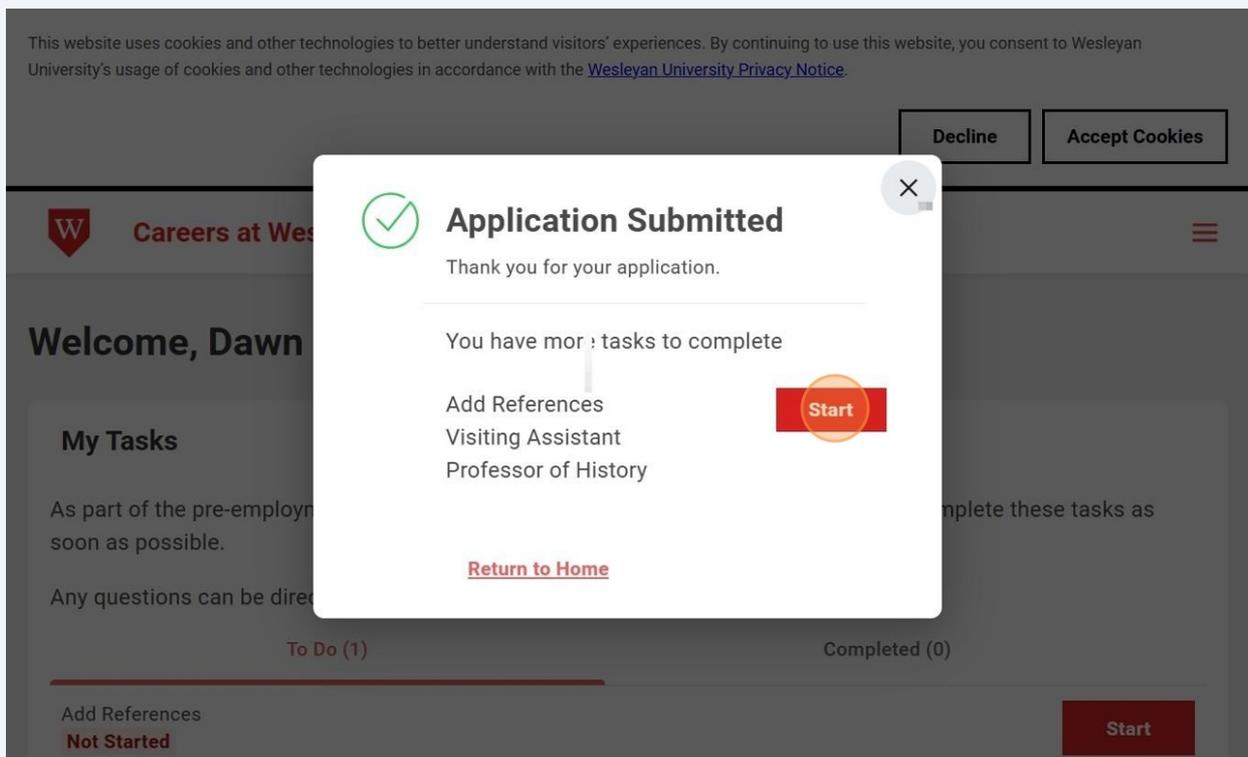
20 Click "Save and Continue"

The screenshot shows a web page titled "Careers at Wesleyan" with a red "W" logo in the top left and a hamburger menu icon in the top right. The main content area contains a paragraph of text: "benefit. I agree that if wesleyan employs me that I would be an employee-at-will, unless an authorized official of Wesleyan agrees in writing to different terms, or if I am informed by Wesleyan in writing that the position is covered by a collective bargaining contract. I also agree that as an employee-at-will I would have the right to terminate my employment without cause and without notice at any time and Wesleyan also would have this right." Below this is a certification statement: "I certify that all information provided is true and complete. \*", followed by a red checkmark icon. At the bottom of the page, there are social media icons for Facebook, LinkedIn, X, and YouTube, with the text "Follow Us" above them and "Privacy" below. The "workday" logo is visible at the bottom center. At the bottom right, there are two buttons: "Back" and "Save and Continue". The "Save and Continue" button is highlighted with an orange circle.

21 Click "Submit"



22 In order to complete your application, you need to add references. Click the "Start" button to add a reference.



23 Click "Start"

## Welcome, Dawn Carter

### My Tasks

As part of the pre-employment process, you may be assigned additional tasks. Please complete these tasks as soon as possible.

Any questions can be directed to Human Resources at 860-685-2100.

To Do (1)

Completed (0)

Add References

**Not Started**

Start

∨ My Applications

∨ Suggested Jobs - Based on Jobs You Have Applied to (3)

24 Click "Add"

**W** Careers at Wesleyan

### Add References

Please provide the email address and contact information for three referees. We will use this information to collect confidential letters of recommendation for your application. Please continue to press the "Add" button until all three referees have been added.

Add

Follow Us

f in X y

[Privacy](#)

OK Cancel

wesleyan

25 Complete the fields on this panel.

**W** Careers at Wesleyan

### Add References

Please provide the email address and contact information for three referees. We will use this information to collect confidential letters of recommendation for your application. Please continue to press the "Add" button until all three referees have been added.

Prefix

select one

First Name \*

Middle Name

Last Name \*

Suffix

OK Cancel

wesleyan