

Effective: November 28, 1989

Administrative Procedure ADVERTISING GUIDELINES for SEARCH COMMITTEES

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President's Cabinet

This procedure establishes a consistent, efficient advertising process which enables the University to present elements of the position, expectations of each candidate, and the distinctive image of the University, thereby attracting the best qualified applicants to faculty and administrative positions. These guidelines are established to standardize the advertising process for both faculty and administrative positions. The responsibilities of the search chairs and Human Resources offices are also clarified.

Definitions

Faculty Positions are all tenure-track positions and regular part-time and full-time temporary positions.

Staff Positions are those positions identified in the Affirmative Employment Procedures Manual as requiring a search committee when filling a vacancy.

Procedure

The Human Resources Office provides equal opportunity assistance to the search process including advertising by approving placement of the advertisement.

Human Resources also provides technical assistance to the search committee in the development of the advertisement by reviewing the ad copy and submitting it to an ad agency. Human Resources is also responsible for the placement and funding of paid advertising in up to three (3) media outlets including print and/or web-based.

Human Resources will advertise the position nationally, regionally, and locally as appropriate for the position to be filled. They will confer with department chair/director/dean/vice president to ensure the cost- effectiveness of the selected media and suggest alternative solutions, if appropriate.