

Faculty Advertisement Guide

Advertisement Overview

Academic Human Resources (AHR), the Office of Equal Opportunity and Affirmative Action (EOAA), and International Students and Scholars (ISS) collaborate in a review process to ensure that advertisements adhere to University of Washington and federal employment standards and requirements. The purpose of this document is to provide a complete list of requirements that will facilitate the rapid development, approval and publication of advertisements for faculty and academic staff positions that require a national search at the University of Washington.

For a complete list of faculty and academic staff job titles including information about which titles require a national search, see

http://www.washington.edu/admin/acadpers/wp/Job_Descriptions.html

Before you begin writing an advertisement, we strongly suggest that you read this document in its entirety.

Advertisement Instructions

All advertisements sent for review include two parts – the **Advertisement Template** and the full body of the proposed ad. Some information listed in the **Advertisement Template** must also appear in the body of the actual advertisement, and will be indicated as such. Furthermore, advertisements should adhere to the **Advertisement Requirements & Recommendations** described below.

This section gives suggestions for the organization and content of the published advertisement. The author has the freedom to craft a unique advertisement, provided that it adheres to the guidelines above.

If you wish to use multiple versions of an advertisement, please include all versions of the ad in the *Advertisement Body* section of the *Faculty Advertisement Template* and submit them as a single request for ad review.

Units are required to email the faculty advertisement template and body of the ad to Academic HR (acadpers@u.washington.edu) for administrative review.

Advertisement Requirements

1. State the specific job title (e.g., “Assistant Professor” not “tenure-track faculty member”). If appointment is possible at more than one level, all potential titles must be listed. You may hire only at the level(s) advertised.

2. State the degree requirement (e.g., “Ph.D.” or “M.D.” or “doctorate” or “terminal degree in the field”).
3. If a required field of study is indicated, consider whether other fields of study are acceptable. If so, include the phrase “or related field.”
4. Describe the duties of the position.
5. If a work history requirement is included in the advertisement, it must be quantified in months. Rather than “postdoctoral experience required” say instead “must have (number) of months of postdoctoral experience.” Candidates who fail to satisfy minimum requirements cannot be considered for the position.
6. Advertisements must specify whether the position is full-time (100% FTE), part-time (less than 100% FTE), or that candidates may be hired as either full-time or part-time. (International candidates may be hired and employed only on a full-time basis.)
7. Do not advertise the salary or salary range. You may state that successful candidates will be expected to secure funding for their research, but do not imply that they must generate their own salary.
8. Include only criteria essential to the position; extraneous preferences should not be listed. Qualifications stated as “desired” or “preferred” may discourage potentially suitable candidates from applying.
9. If alternate credentials are listed, the greater of the options will be considered the minimum requirement. For example:
 - a. “must have Ph.D. or M.D./Ph.D.” means “must have both M.D. and Ph.D.”
 - b. “must have a M.S. or Ph.D.” will be considered “must have a Ph.D.”
10. The application deadline must be at least **30 days** after the date of the initial publication of the advertisement in a national professional journal. **The journal must be print, not electronic.** Web postings are excellent supplements, but cannot substitute for published advertisements in print journals.
11. An annual appointment based on a national search that acknowledged the possibility of a multi-year appointment would permit a conversion from an annual to a multi-year appointment without a further search. For example, appointing a “Lecturer” on a 1-year appointment (does not require a search) to a “Lecturer” on a multiple-year appointment (does require a search) requires selection on the basis of a national search, if a search had not been completed prior to the initial annual appointment. See the Job Class Code information on the Academic HR website for information about which positions require a national search.
http://www.washington.edu/admin/acadpers/wp/Job_Descriptions.html
12. The following statement must be included in the body of every advertisement:
"University of Washington faculty engage in teaching, research and service."
13. An Equal Opportunity/Affirmative Action statement must be included in the body of every advertisement.
 - a. The following is the minimal, required statement: "The University of Washington is an affirmative action, equal opportunity employer."
 - b. The following is the preferred statement: "The University of Washington is an affirmative action, equal opportunity employer. The University is building a culturally diverse faculty and staff and strongly encourages applications from women, minorities, individuals with disabilities and covered veterans."

- c. For other acceptable versions of the EOO Statement, see <http://www.washington.edu/admin/eoo/eoost.html>
14. It is suggested that the following statement be included in the body of every advertisement: “The University of Washington, a recipient of the 2006 Alfred P. Sloan award for Faculty Career Flexibility, is committed to supporting the work-life balance of its faculty.”
15. Include contact information for the applicant with instruction on how to submit their application and any other required elements such as: CV/Resume, References, and Publications. Please include an e-mail address or phone number for applicants to contact you regarding the status of the opening.

Advertisement Template

Units should use the *Faculty Advertisement Template*, available as a separate file, to fill in the required information listed in the next two sections.

Advertisement Contact Information

- Last, First Name
- Department
- Box Number
- Phone Number
- Email Address
- Hiring Department
 - Department, College/School and/or Program Name (**required in the ad body**)
- Will this position be a result of a formal affiliation with an organization or agency outside of the University of Washington?
 - Name of Paid Direct/University Affiliate Agency (PDR)
 - Examples: Fred Hutchinson, VAMC, Children’s Hospital and Regional Medical Center
- Will this ad be used to fill a newly created position?
- Will this ad be used to replace a vacated position; who vacated the position?

Content Information

- Job Class and Job Title (you may specify several job codes and titles if appropriate)
 - Job Class Code - see http://www.washington.edu/admin/acadpers/wp/Job_Descriptions.html for a summary of Job Class Codes
 - Job Title (Official UW Job Title) (**required in the ad body**)
- Minimum degree required (**required in the ad body**)
- Tenure Information
 - Will the position be tenured, tenure eligible, or not tenure eligible? (**required in the ad body**)
- Intended length of appointment (**required in the ad body**)
- % FTE appointment (100% = full time) (**required in the ad body**)

- Service Period (9 months or 12 months)

Additional Hiring & Contact Information

- For questions about hiring international applicants and the permanent residence process, contact International Students and Scholars (<http://www.iss.washington.edu>)
- For questions about Equal Opportunity and Affirmative Action policies, contact the Equal Opportunity Affirmative Action Office. (<http://www.washington.edu/provost/ap/eoaa/>)
- For all other questions regarding the search and hire of University of Washington faculty and academic staff, including questions about this document, contact Academic Human Resources. (<http://www.washington.edu/admin/acadpers/>)