

## ADVERTISING FOR FACULTY POSITIONS

Board of Regents Policies pertaining to Equal Opportunity/Affirmative Action Guidelines (3.1.3) prescribe that: *The University will undertake a vigorous program of affirmative recruitment for minorities and women in all job categories in which they are found to be underutilized* (5.b).

Therefore, the method by which faculty positions are advertised should result in a highly qualified and diverse pool of candidates. In some cases, this will mean that electronic advertising is sufficient; in other cases, this goal will be best served by placing a short or long print ad in a disciplinary publication. We would expect that departments and search committees will identify the most effective recruitment strategies for all positions.

Note that in all advertising formats, you must include the UNL logo and the Chancellor's "tag-line" (*The University of Nebraska is committed to a pluralistic campus community through affirmative action, equal opportunity, work-life balance, and dual careers*). All ads must be approved by EAD; thus all versions of ads – short and/or long – should be submitted through PeopleAdmin in the "proposed ad" section.

Please note:

- The minimum advertising requirement is to post the position only on the internet, i.e. via PeopleAdmin, and perhaps also on disciplinary list serves. This method could reach a national and international pool of candidates. Note, however, that if this is the sole means of recruitment for a tenure-track faculty member with classroom teaching responsibilities, UNL would be unable to sponsor a foreign applicant for a labor certification leading to permanent residency, since the U.S. Department of Labor specifically requires a "print ad" in a national professional journal ... which states the job title, duties, and requirements."
- You may choose to post a short print ad, referring applicants to further information on the web. If worded properly, e.g. indicating job title, duties, and required qualifications, such an ad is likely to satisfy U.S. Department of Labor requirements pertaining to foreign applicants; if experience is required, be specific as to how long and in what field or specialization. Example:  
*Assistant or Associate Professor of Biochemistry; teach and conduct research in molecular genetics. Ph.D. in biochemistry, genetics, or a related field required; one year post-doc experience in molecular genetics required. Please go to <http://employment.unl.edu>, and enter requisition # X, for a complete listing of the position description and requirements for the position.*
- You may also choose to place a longer print advertisement if you decide that such an ad would have the greatest impact.