

POLICY ON ADVERTISING FOR EMPLOYMENT

1. The Director of Human Resources or designee will assure best use of position advertisements in relevant publications at the least cost practicable.
2. Consistent with the University's commitment to equal employment opportunity, position advertisements will include the name of an Office of Human Resources contact person, with telephone number, to assist applicants who request reasonable accommodation in the employment process. Position advertisements will also identify the Search Chair for faculty positions and may identify the Search Chair for other vacancies.
3. All applications will be received in the Office of Human Resources.
4. The Office of Human Resources will assure minority publication advertising for all faculty and unclassified vacancies.
5. The Director of Human Resources or designee will assure that minimum qualifications, primary duties and salary range identified for reference by a job description, a Position Information Questionnaire (PIQ), the Appointment, Retention and Tenure (ART) document and other information provided by the department are consistent with classification/compensation standards for the position to be advertised.
6. All positions will be advertised or posted for at least 30 days to comply with advertising and posting requirements of The Immigration Act of 1990.
7. Advertisements for employment under emergency conditions will be reviewed by the Director of Human Resources and must be approved by the President prior to initiation.