Academic Personnel Advertisement Guide

Advertisement Overview
This document provides a complete list of requirements to facilitate the advertisement process for faculty and academic staff positions which require a competitive recruitment. This advertisement process includes the development, approval and publications with a review by Academic Human Resources (AHR) and International Scholars Operations (ISO). The review process ensures that advertisements adhere to University of Washington policies, federal employment laws and Washington State requirements.

For information including a complete list of faculty and academic staff job titles that require a competitive recruitment, see our list of Academic Personnel Job Class Codes.

Important Things to Note for Advertisements
If you wish to use multiple advertisements for a position, include all versions and submit them to AHR as a single request for advertisement review. Be sure that duties and requirements are consistent in all ad versions.

The advertisement must be published in a national professional journal. The journal may be print and/or electronic. The application deadline must be at least thirty (30) days after the date of the initial publication.

*Electronic ads, if used in lieu of a print ad, MUST include a posting in the Chronicle of Higher Education.

A copy of the order confirmation received from The Chronicle of Higher Education which displays the advertisement type and the start date of when it was posted online, and a copy of the ad text as it appears on The Chronicle of Higher Education’s website must be retained. Provided the advertisement is posted in The Chronicle of Higher Education, you may additionally post to other electronic journals of your choosing.

*If the advertisement was print, maintain a copy of the page on which the ad appeared. If that page does not show the journal’s title and publication date, also maintain a copy of the journal’s cover page for that issue.

*Maintain copies of all advertisements, whether print or electronic.

An annual appointment based on a competitive recruitment would permit a conversion from an annual to a multi-year appointment without a further search.
Required Content for Advertisements

1. Job Class and Job Title (you may specify several job codes and titles if appropriate)
   a. Job Class Code - see the AHR web site for a summary of Job Class Codes
   b. Job Title (Official UW Job Title)

2. Professorial Track Information
   a. Will the position be tenured, tenure eligible, or not tenure eligible? Research Track or Without Tenure due to Funding

3. Intended length of appointment, term or indefinite

4. % FTE appointment
   a. 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.
   b. (International candidates who require UW visa sponsorship may be hired and employed only on a full-time basis.)

5. Service Period (9 months or 12 months)

6. Minimum degree required
   a. List the required degree (e.g., “Ph.D.” or “M.D.” or “doctorate” or “terminal degree in the field”). As appropriate, include the phrase “or foreign equivalent.”
   b. If a required field of study is indicated, consider whether other fields of study are acceptable. If so, include the phrase “or related field.”

7. Other requirements
   a. Include only qualifications essential to the position; extraneous preferences should not be listed.
      i. Qualifications stated as "desired" or "preferred" may discourage potentially suitable candidates from applying.
      ii. Candidates who fail to satisfy minimum qualifications cannot be considered for the position.
      iii. In the context of an H-1B or permanent residence application, the Department of Labor will consider all education/experience/skills/qualifications/etc. listed in the ad to be requirements, even if the ad says that they are preferred/ideal/etc.
      iv. Positions with a work experience requirement are unlikely to be viewed as entry-level by the Department of Labor, and may accordingly be assigned a higher wage in the prevailing wage determination process. ([http://ap.washington.edu/ahr/administrators/international-scholars/h1b-visas/wage-requirements](http://ap.washington.edu/ahr/administrators/international-scholars/h1b-visas/wage-requirements))

8. The following statement must be included in the body of every advertisement: "University of Washington faculty engage in teaching, research and service."

9. Describe the duties of the position.

10. 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 [https://ap.washington.edu/eoaa/equal-opportunity-and-accommodation-statements](https://ap.washington.edu/eoaa/equal-opportunity-and-accommodation-statements)

11. Include the hiring department contact information for the applicant with instructions on how to submit an application and any other required elements such as CV/Resume, References and
Publications. Include an email address or phone number for applicants to contact regarding the status of the opening, further questions on the position or if they may need a disability accommodation.

*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.

***For Physician positions with patient care responsibilities, include the following language in the advertisement: “In order to be eligible for University sponsorship for an H-1B visa, graduates of foreign (non-U.S,) medical schools must show successful completion of all three steps of the U.S. Medical Licensing Exam (USMLE) or equivalent as determined by the Secretary of Health and Human Services.”

**Submitting Advertisements for Approval**

Units are required to email the Advertisement Template and proposed advertisement language to AHR for review and approval. AHR and ISO strive to provide responsive, consultative review and will contact the unit with advertisement feedback or approval within four (4) business days.

Questions?

- For questions about hiring international applicants and the permanent residence process, contact International Scholars Operations.
- For questions about Equal Opportunity and Affirmative Action policies, contact the Equal Opportunity Affirmative Action Office.
- For all other questions regarding the search and hire of the University of Washington faculty and academic staff, including questions about this document, please contact Academic Human Resources.