

AD DRAFTING AND RECRUITMENT

March 9, 2021



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OFFICE OF ACADEMIC PERSONNEL
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AGENDA

In today's training we will cover the following topics:

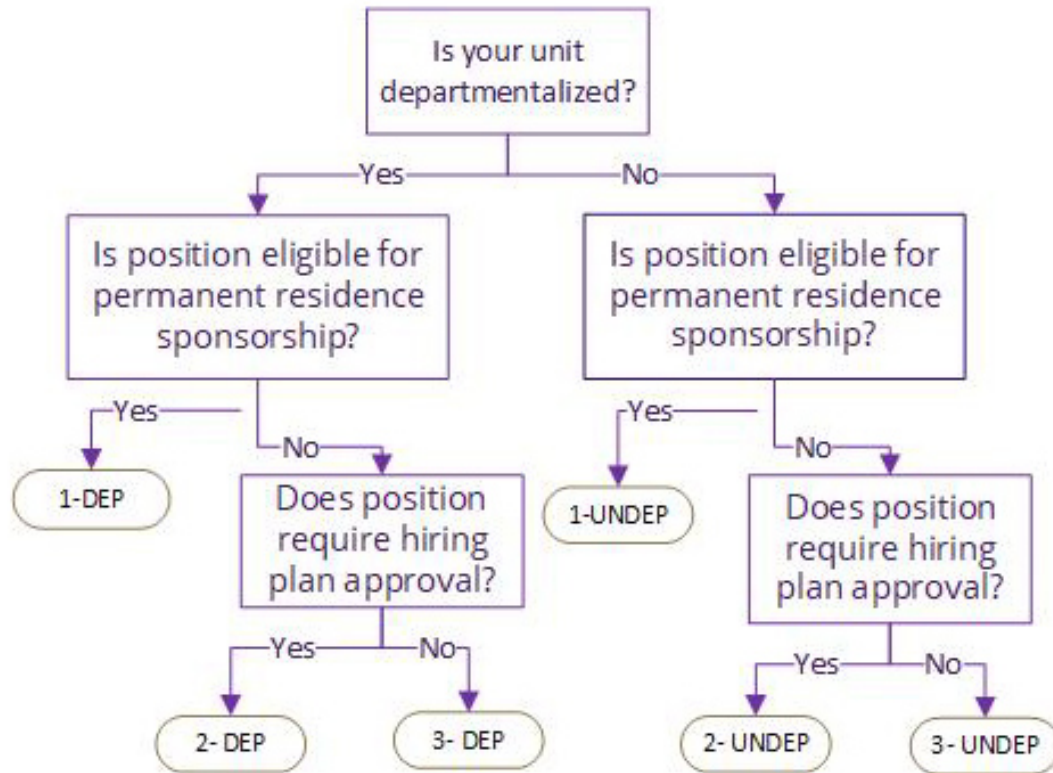
- Choosing the appropriate position type
- Building the job posting – Academic HR considerations
- Top reasons why Academic HR returns ads for edits
- Building the job posting – International Scholars Operations considerations
- Top reasons why International Scholars Operations returns ad for edits
- Questions, resources, and recap

CHOOSING THE POSITION TYPE

To determine the correct position type, visit OAP Position Approval Matrices page: <https://ap.washington.edu/ahr/policies/recruitment/planning/position-approval-matrices/>

- To determine position type, you will need to know the following:
 - Does your school/college/campus have departments?
 - Is position eligible for permanent residence? Check here: <https://ap.washington.edu/ahr/visas/permanent-residency/>
 - Is position on your school/college/campus hiring plan?

CHOOSING THE POSITION TYPE



- 1-DEP/UNDEP: Positions eligible for permanent residence sponsorship.
Reviewed by ISO and AHR.
- 2-DEP/UNDEP: Positions on your hiring plan but not eligible for permanent residence sponsorship.
Reviewed by AHR only.
- 3-DEP/UNDEP: Positions not on your hiring plan and not eligible for permanent residence sponsorship.
Unit responsible for content of these types of ads.
Reminder: Postdoctoral Scholar ads (3-DEP/UNDEP) must have UAW ad template language.

**BUILDING THE JOB
POSTING -
AHR CONSIDERATION**

POSITION TITLE, UNIT, LOCATION

Academic HR reviewer will review ad for the following items:

- Position Title – Position title needs these three elements:
 - Title: Instructor, Lecturer, etc.
 - Track (if applicable): Tenure/Tenured, Research, Teaching, etc.
 - Rank: Rank applies to positions on a promotion track; such as Assistant, Associate or (full) Professor
 - Specialization: Can be the department name or an area of study or specialization.
Example: Assistant Teaching Professor, 18th Century French Literature
- Unit – Name of your department; could also be school or division
- Location – Should always include city
 - If multiple states, identify all.
 - If building location is important, identify building location first, then city.

OPEN/CLOSE DATES

- Open Date – Date ad will appear on UW Job Board
- Close Date – Date ad will come down from UW Job Board.
 - Most units leave this field blank.
 - If you enter a date for 1-DEP/UNDEP or 2-DEP/UNDEP, it must be at least 30 days after the Open Date.

DESCRIPTION

- Heart of your ad
 - Reviewer will check for:
 - FTE expectation - Can be full-time, part-time, FTE percentage or other term that describes expected effort.
 - Service period – Should be 12 months for 12-month school or academic title. Should be 9 months for 9-month school.
- <https://ap.washington.edu/ahr/actions/service-periods/>

DESCRIPTION (CONT)

- Tenure status – **MUST ALWAYS INCLUDE**
- Should be one of the following:
 - Tenured – Associate Professor and Professor rank only.
 - Tenure-Track –Assistant Professor or Associate Professor Tenure-Track and Professor Tenure-Track.
 - Without Tenure – Positions without tenure due to reasons of funding (WOT); includes Assistant Professor rank.
 - Non-Tenure – Positions not eligible for tenure, excluding WOT track.

DESCRIPTION (CONT)

- Anticipated Start Date - Can be calendar date, month, or quarter.
- Number of positions approved for ad.
- Functions and expectations of position – Describe responsibilities, tasks, and assignments.
- For Open Rank/Multiple Rank Titles - Must include “Commensurate with experience and qualifications” or similar wording.

QUALIFICATIONS

- Include minimum degree requirements and other expectations.
 - Degree requirements – Check OAP [Titles and Ranks](#) section
 - EOAA Statement – UW automatically includes the Equal Employment Opportunity statement.
 - No need repeat or modify this statement.

QUALIFICATIONS (CONT)

- Diversity statement – UW includes a diversity statement in every ad.
 - Units and schools/colleges may also add their own.
 - Statements must not include preferences.
 - However, there are 4 groups you may “encourage” to apply:
 - Women
 - Minorities
 - Veterans
 - Individuals with disabilities

NOTES SECTION

- 1-DEP/UNDEP and 2-DEP/UNDEP
 - Hiring Plan field– Units must identify where the ad will be posted, or otherwise publicized.
 - Publications
 - Seminars, conferences, peers at other institutions
 - General Notes field – Units will identify affirmative action goals and areas of underrepresentation.
 - Articulate good faith efforts to reach underrepresented demographics.

MOST COMMON REASONS AHR RETURNS ADS

COMMON AD ERRORS

Common reasons an ad will be returned to a unit by AHR:

- Position title is incomplete or unclear.
- Hiring Plan number is omitted or incorrect.
- Missing information about where ad will be posted for 1-DEP/UNDEP and 2-DEP/UNDEP positions.
- Missing description of good faith efforts for 1-DEP/UNDEP and 2-DEP/UNDEP positions.

COMMON AD ERRORS (CONT)

- Anticipated Start Date not included in ad text
- Tenure status not included
- Remember: Ranks not eligible for tenure should state the position as being “non-tenured.”
- “Commensurate with experience and qualifications” or similar wording not included in “open rank” ad
- Expected FTE, “full-time”, or “part-time” not included

BONUS REMINDER

- Disposition codes: Don't Forget! *All applicants must be assigned a disposition code before closing an ad*

**BUILDING THE JOB POSTING –
ISO CONSIDERATION:
1-DEP/UNDEP ONLY**

BUILDING THE JOB POSTING

ISO reviewer will check ads for the following:

- Description
 - Description of teaching duties: Can be detailed, or just “All UW faculty engage in teaching, research, and service.”
 - Should not include any requirements/qualifications.
- Qualifications
 - List all acceptable degrees and “or foreign equivalent.” Include field of study and/or “related field,” or “relevant field.”
 - List only concrete minimum requirements that can be documented.

MOST COMMON REASONS ISO RETURNS ADS

INCORRECT PLACEMENT, PREFERENCES

- Requirements listed in Description section
 - Example **to avoid**:
 - “We seek a Professor of Esoterics with a national reputation in XXX to lead our Department . . .”
- Preferences listed in Qualifications section
 - Examples **to avoid**:
 - We are “interested” in candidates with 2 or more years of clinical experience.”
 - Research record in any field of Esoterics, “especially” ABC and XYZ
 - Words such as “preference”, “preferred”, “particularly”, “especially”, “ideal”, etc.

VAGUE OR EXCESSIVE REQUIREMENTS

- Vague requirements listed
 - **Avoid words** such as “interest”, “commitment”, “passion”, etc.
 - Ads with too many requirements; may raise prevailing wage
 - **Avoid requirements** that are not essential to the position
 - Use “but not limited to” and “or” for requirements of multiple experience/research areas
 - E.g.: “Must have record of outstanding research in any area of Esoterics, including but not limited to ABC, DEF, ~~and~~ or PQR.”

PLACEMENT, OMISSIONS

- Non-requirements listed in Qualifications section
 - These belong in the Description
- Omitting “or foreign equivalent”
- Omitting desired degree field

DOCUMENTING REQUIREMENTS

- For permanent residence sponsorship:
 - U.S. Department of Labor considers all qualifications to be minimum requirements, even if vague or listed as “preferred”
 - Unit will need to document that selected candidate meets **all** listed minimum requirements.

PREFERENCES AS JOB DUTIES

- Preferences and vague requirements can be reworded as job duties in the Description section. Examples:

PROBLEMATIC	ACCEPTABLE
We especially encourage applicants with an interest in teaching a diverse student population using innovative teaching techniques	The successful candidate will be expected to teach a diverse student population using innovative teaching techniques
We seek an Assistant Professor with a commitment to excellence in teaching Esoterics	The Assistant Professor will be expected to provide excellent teaching in Esoterics
Must have a passion for interdisciplinary education and mentoring	Will be expected to mentor and teach students in an interdisciplinary environment

PREFERENCES AS “POSITIVE FACTORS”

- Preferences can also be incorporated as “Positive factors for consideration include but are not limited to . . .”

Problematic	Acceptable
Preference will be given to applicants with experience with XYZ	Positive factors for consideration include but are not limited to experience with XYZ
Completion of a residency in ABC preferred	Positive factors for consideration include but are not limited to completion of a residency in ABC
The ideal candidate will be board certified in Nephrology but we will consider candidates who are certified in another area or who are not board certified	Positive factors for consideration include but are not limited to board certification in Nephrology

POSTING IN EXTERNAL SOURCES

- When running ad in publications and journals, content must be exactly the same as approved Interfolio ad.
- Failure to include job requirements or duties in external postings can result in inability to sponsor the position for permanent residence
- To make changes to either Interfolio ad or published ad, contact your AHR specialist first.

QUESTIONS?

If “positive factors for consideration” are listed in lieu of preferences in a job description, in which section should they be included?

We recommend adding in the Position Description section.

RESOURCES

- Planning a Hire:
<https://ap.washington.edu/ahr/policies/recruitment/planning/>
- Create a Position User Guide:
<https://ap.washington.edu/ahr/policies/recruitment/posting-jobs/create-a-position-user-guide/>
- Interfolio User Guide:
<https://product-help.interfolio.com/m/27443>
- Creating Ads for Permanent Residence Sponsorship Eligible Positions: <https://ap.washington.edu/ahr/policies/recruitment/posting-jobs/create-a-position-user-guide/>

WHAT DID WE LEARN TODAY?

- How to choose the correct position type
- How to build an ad posting
- Common errors that occur when building an ad
- How to properly state job preferences in your ad
- All UW faculty engage in *teaching, research, and service*

THANK YOU!