

Advertisement Checklist and Guidelines for Faculty Positions

Every faculty search requires placement of at least one advertisement in a professional journal, either printed or online. (NOTE: Job posting sites such as Academic Jobs Online and Interfolio are not considered to be professional journals.) The ad must be posted for a minimum of 30 consecutive days. If posting online, please collect one or more of the following as evidence of the 30-day posting:

- An invoice for the on-line ad that shows the journal name, posting date, and if possible the duration of the on-line posting
- On the first day the ad is live, print a screen-shot of the web page showing the ad content, the name of the on-line journal and that days date.
- On the 30th day the ad has been posted print another screen-shot of the web page showing the ad content, the name of the on-line journal and that days date. Note: law firms tend to print a screen shot for every day that the ad is posted live on an on-line site.

Before a job advertisement can be posted, it needs to be approved by the cognizant provost for the professional school or the cognizant dean for the FAS department and the director of the Office for Equal Opportunity Programs (OEOP), Valarie Stanley. Review of the ad by OEOP is to ensure that the University is in compliance with policies and laws that ensure equal opportunity for applicants for faculty positions.

Below is a list of items to include in the posting. The required items are indicated with an asterisk:

- * Rank and title of the appointment
- Appointment start date
- * Description of the position:
 - The description should include the targeted area(s) or field(s). However, keep in mind that the selected candidate must fit the description.
 - It should include a phrase that identifies the position as a teaching position, such as “faculty,” “teaching,” or “professor ranks.”
 - * EEO statement: *Yale University is an Affirmative Action/Equal Opportunity employer. Yale values diversity among its students, staff, and faculty and strongly welcomes applications from women, persons with disabilities, protected veterans, and underrepresented minorities.*
- * Educational requirements: Exact statements such as, “must have a Ph.D.” will require that selected candidates have specifically a Ph.D. A suggested alternative is to use a statement such as, “*Ph.D. or equivalent degree at time of hire,*” allows flexibility for international degrees and ABD’s. .
- * Application materials: Required items include CV, cover letter, a minimum of three reference letters from outside Yale. Beyond these items, the department may request additional materials to assist with the decision process such as, writing samples, a research statement, a teaching statement, etc.

- Contact name and information for the position: For the ad, this is usually the Search Committee Chair , or someone who can answer specific questions regarding the position for potential candidates.
- The date when the review of applications will begin. We recommend using one of the following:
 - *Review of applications will begin ...*
 - *To ensure full consideration, please submit all materials by...*

A widespread advertisement approach is required. This means ads must be announced in professional journals, on-line job lists, newsletters and professional meetings. In addition, contact with relevant departments and schools should be made either by letter, email, or telephone calls.