

## Advertisement Checklist and Guidelines for Faculty Searches

As a recipient of federal funds, all searches for faculty teaching positions must adhere to the advertising guidelines as set forth by the US Department of Labor's Office of Federal Contractor Compliance Programs (OFCCP).

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 that the ad is posted, print a screen-shot of the web page showing the ad content, the name of the on-line journal, and that day's date.
- ✓ On the 30th day of the posting, print another screen-shot of the web page showing the ad content, the name of the on-line journal and that day's 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 posting a job advertisement, obtain the necessary approvals.

- ✓ School dean
- ✓ Director of the Office for Equal Opportunity Programs (OEOP), Valarie Stanley, to ensure compliance with federal and statutory policies and laws.
- ✓ Optional: Office of International Students and Scholars

Items to include in the posting. The asterisk (\*) indicates required items.

- \* Rank and title of the appointment
- Appointment start date and term length
- \* Description of the position:
  - Include the targeted area(s) or field(s). 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."

- \* Approved 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: If stated, the selected candidate(s) must have that degree. Suggestion: use a statement such as, *“Ph.D. or equivalent degree at time of hire”*.
- \* Application materials:
  - Required: CV and cover letter
  - Optional: Three reference letters from outside Yale or list of references, writing samples, a research statement, a teaching statement, etc.
- Contact name and information about the position, such as search committee chair
- Contact name and information for application assistance, such as department administrator
- 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.