SUPPLEMENTAL INFORMATION ON ACADEMIC ADVERTISING
(Revised 6/24)

I. General

The ~~Office of Equal Opportunity & Discrimination Prevention~~Equal Opportunity and Policy Compliance office, whether the advertising source is free or for a fee, must approve all academic advertisements.

Responsibility for the cost and placement of ads with vendors, distribution of advertisement flyers, etc., is the responsibility of each hiring department. Deans or control points may allocate funds to departments for the purpose of advertising. Costs beyond those allocations are the responsibility of the department.

All academic position advertisements are posted on UC Recruit.

II. Basic Elements of an Advertisement

1. Name of campus department and the academic program where the vacancy is located

2. Job Number–Assigned by UC Recruit at the time the search plan for the position is created.

3. Expected recruitment type (external or internal search)

4. Expected hire type (single, multiple, or pooled recruitment)

5. The level of the position if determined (e.g., Assistant, Associate, Open). For Senate faculty positions the level of the position listed in the ad must reflect the approved level of the provision.

6. The area of specialization/research–Preference or emphasis for a particular area of specialization can also be included. For Senate faculty positions the area must reflect the approved area of the provision.

7. The expected start date of the position (e.g., effective July 1, 2022; or effective 2022-23)

8. The expected salary or budgeted range that the department reasonably expects to pay, per newly updated SB 1162 guidelines – see Guidelines for the Application of SB 1162 and AB 168 on AP website.

9. Requirements–List any educational or other academic degree requirements if applicable. Care should be taken to clearly identify required basic qualifications from additional or preferred qualifications for the position.

10. Specify what constitutes a complete application. Departments may wish to request items such as the following:
    - a curriculum vita
    - statement of research interests
    - samples of published work
    - number of references required and the manner by which a letter of recommendation is obtained.

11. Specify a deadline for receiving applications. Whenever possible, Senate faculty searches should set an application deadline between November 15 and December 31. Application deadlines later than February 1 should be avoided when anticipating a July 1 start date. Departments should be mindful of the Intercampus deadline of April 1 (APM 510).

12. The following must be included in each ad:

- The pay scale the department reasonably expects to pay ($X-$Y) must be included in all job postings in UC Recruit and shared with any third parties engaged to assist with job postings, as applicable.

- ~~"The University is especially interested in candidates who can contribute to the diversity and excellence of the academic community through research, teaching and service as appropriate to the position." In addition, t~~The advertisement must end with: "The University of California is an Equal Opportunity~~/Affirmative Action~~ Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability~~ status~~, age, protected veteran status, or any other ~~characteristic protected by law~~protected status under state or federal law." ~~For the University of California's Affirmative Action Policy please visit: https://policy.ucop.edu/doc/4010393/PPSM-20. For the University of California's Anti-Discrimination Policy, please visit: https://policy.ucop.edu/doc/1001004/Anti-Discrimination."~~

- As a condition of employment, you will be required to comply with the University of California Policy on Vaccination Programs, as may be amended or revised from time to time. Federal, state, or local public health directives may impose additional requirements.