Guidelines for Advertisements for Faculty Searches

1. At an appropriate place in the ad, include the following wording to emphasize our commitment to increasing faculty diversity.

   “UNCG is proud of the diversity of its student body and we seek to attract an equally diverse applicant pool. We are an EOE/AA/M/F/D/V employer and are strongly committed to increasing faculty diversity.”

2. The ad must appear in at least one printed (not electronic) publication with a national audience. This is a Department of Labor requirement in order for any non-US resident whom you hire to be eligible for permanent residency. Note: Society newsletters may not be sufficient; check with Leigh Olson (334-5398).

3. After the wording of the ad has been approved, all versions of it must use exactly the same language. This applies to web posting, newsletters, and e-mail distribution. If you want to use a condensed version of the ad in some journals, please include both versions on your Jobsearch posting.

4. A statement such as “Candidates must have a Ph.D./MFA in [discipline] by August 1st” may create legal problems if you wish to hire an ABD candidate, or someone with a different degree. Preferred wording is “Candidates must hold or anticipate a Ph.D./MFA in [area] or a related discipline by August 1.” (Of course, if you won’t accept candidates without the degree in hand, or with a degree in some other area, you can use the more categorical wording.)

5. Do not include salary information in the ad or on Jobsearch. Salary is always negotiable and including a specific figure or range in the approved ad may prevent successful negotiation with a highly desirable candidate.

6. It is recommended that searches for senior positions use language such as “Review of applications will begin on [date] and continue until the position is filled,” rather than setting a deadline. The former wording allows you to consider applications that arrive after the date, whereas a deadline would prevent you from doing so.

7. Searches at the associate rank must include the following wording: “Tenure may be offered at the associate professor rank depending on selected candidate’s qualifications.”

8. Include instructions for locating the ad on Jobsearch “To apply visit https://jobsearch.uncg.edu and click on “Faculty”, “Administrator/Professional”, “Faculty Non on Track” or “Research” (as applicable).