

SEARCH ADVERTISING PROCEDURES

In preparing and placing paid advertisements, the Dean's Office (Jerry Henry) will prepare abbreviated advertisement copy based on the comprehensive position vacancy announcement. Upon Search Chair approval and coordination with the University Employment Office, advertisements will be placed in appropriate journals. Normally, the College advertises in The Chronicle of Higher Education. However, where appropriate, another professional journal may be substituted. The Dean's Office pays "reasonable" costs for one search advertisement. Additional advertisements desired by the search committee/department will be coordinated through the Dean's Office, but any charges or extraordinary costs incurred will be borne by the employing unit.

The Chronicle requires an eleven-day lead period prior to publication. Search committees should keep in mind that some professional journals require as much as a thirty-day lead period and, in addition, are published on a quarterly basis. Applicants should have at least thirty days to respond to an advertisement. That is, the application deadline period should be approximately thirty days after the publication reaches its subscribers.

Reproduction and distribution of the comprehensive position vacancy announcement is the employing unit's responsibility. Generally, the comprehensive announcement is mailed to all colleges/agencies that are to be involved in the professional area concerned.