TEMPLATE FOR ABBREVIATED AD

The advertising template below can be used for faculty and P&A searches and is required for all tenure track searches. In consultation with the University International Student and Scholar Services, UMD HR&EO and EVCAA have confirmed that the following template language meets with the Department of Labor compliance standards for an ad in a print national journal or a web-based (electronic) national professional journal. Please contact the EVCAA Academic HR office if you are not sure whether your search needs an ad in a print or web-based national journal/publication.

Departments have two options for placement of the national professional journal ads: A print ad in a national journal OR a web-based ad in a national professional journal. The Chronicle of Higher Education is considered a national journal.

A. National Journal Print Ad
The national journal print ad should run in at least one issue. The web site ads that are referred to by the print ad should remain active and online for 30 days from the issue date of the print journal, and state an application deadline (if there is a deadline) that is at least 30 days beyond the issue date of the print ad. If there is no application deadline date (search is open till filled), the print ad must appear at least 30 days before or prior to the review of complete applications.

B. Web-based (electronic) National Professional Journal Ad
Units should contact ISSS for a determination if a particular journal would meet the Department of Labor requirements. The web-based (on-line/electronic) national professional journal ad must be posted for at least 30 calendar days on the national professional journal’s website. The web-based ad must appear at least 30 days before or prior to the review of complete application. Documentation of the placement of an advertisement in an electronic or web-based national professional journal must include evidence of the start and end dates of the advertisement placement and the text of the advertisement. The documented evidence can be either:

1. In the form of printouts of the ad from the start date and from the 30th day of posting (or later if the posting is for more than 30 days). If the 30th day falls on a weekend or holiday, the printout must be completed that day or the ad must run longer than 30 days and the printout completed on the first business day after the 30th day. OR
2. A bill/invoice (with a printout of the ad or attached text of the ad) showing the ad was placed at least 30 days, and listing the start and end dates of the ad.

Because web pages are temporary and cannot always be retrieved after being taken down from the web, departments must be responsible for printing the website ads during the time they are "up" (first and last dates) on the web, and for keeping accurate records of what date the web ad was posted and taken down. This is crucial as ISSS must include such data in the Labor Certification audit file.

The Ad Copy must be entered into the notes section of the On-line Employment System requisition, along with placement in a national print or web-based (on-line) professional journal.

TEMPLATE AD COPY

The _______ (department/unit/school/college) at the University of Minnesota, Duluth has a _______ (full- or part-time, , tenured, or tenure-track) _______ (title of the position) position available beginning _______. (start date). Job duties and responsibilities include teaching and research in the field of _______. (summarize job duties or requirements – teaching, research and service for example). Essential qualifications include Ph.D. in the field(s) of _______, and (if applicable) _______ years of experience, _______ (other applicable essential requirements of teaching and research). The University of Minnesota requires that you apply online for this position. For a complete position description and information on how to apply online, visit http://employment.umn.edu/, and search for Job Requisition _______. Complete applications will be reviewed beginning _______. (review date or application deadline must be at least thirty days from the appearance of your published print ad).

The University of Minnesota is an equal opportunity educator and employer.

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