

TEMPLATE FOR ABBREVIATED AD

This advertising template can be used for all faculty and P&A searches. By using this template, you will not need UMD OEO to review your advertisement. In consultation with the University International Student and Scholar Services, OEO has confirmed that the following template language meets with the Department of Labor compliance standards for an ad in a print national journal or print publication.

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" 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.

AD COPY

The _____ (department/unit/school/college) at the University of Minnesota, Duluth has a _____ (full- or part-time, temporary/term, 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 _____ (minimally list job duties or requirements). Essential qualifications include Ph.D. in the field(s) of _____, and (if applicable) ____ years of experience. 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 ad¹).

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

¹ For non-permanent positions, a second option is thirty days from the appearance of the posting on the University's Employment System website.