Required Components for Faculty Advertisements, 2012-13

The following components are required for faculty advertisements.

Divisions and departments are encouraged to develop standard ad text with these components in advance of submitting Recruitment Plans to ADEO.

If a division or department wishes to develop standard ad text language in advance, they must collaborate with the division's Faculty Equity Advisor, AVC FE Ferrante and the ad language must be approved by the Dean. Deans will provide pre-approved ad text to ADEO. Recruitment Plans still must include the ad text, and ADEO will verify the ad text uses the language pre-approved by the dean.

If a department does not develop pre-approved ad text, the ad text will be reviewed by ADEO for these required components. If required components are missing Recruitment Plans will be returned to the department to be corrected.

Examples are provided to assist departments in preparing advertisements.

1. Hiring Department name

   Example: *History, Ethnic Studies, etc.*

2. Academic Title

   Example: *Assistant Professor, Associate Clinical Professor, Academic Coordinator, etc.*

3. Discipline or area of interest

   Example: *Gender Studies, Hematology/Oncology, etc.*

4. **Opening or prominently placed sentence stating a commitment to diversity**

   Example: **"***The Department of (name) within the Division of (or, School of) [name] at UC San Diego is committed to academic excellence and diversity within the faculty, staff, and student body."*

5. Description of the position, job responsibilities and any other details that might attract an applicant to UCSD. Include the departmental website address within the ad text

   Example: **"***The Department of Chemistry and Biochemistry ([http://www-chem.ucsd.edu)](http://www-chem.ucsd.edu) within the Division of Physical Sciences at UC San Diego invites applications for a tenure-track faculty position in _____."*

6. An explicit statement of the "Required Qualifications" and/or "Preferred Qualifications" with descriptions of the knowledge, skills, and abilities for the position

7. In addition to whatever criteria are listed for the position, **Contributions to Diversity must be included as a preferred or required qualification for all searches**

Preferred Qualification Examples**:**

"The preferred candidate will have experience or a willingness to participate in teaching, mentoring, research or service towards building an equitable and diverse scholarly environment."

"The preferred candidate will have demonstrated strong leadership or a commitment to support diversity, equity, and inclusion in an academic setting."

For searches where Contributions to Diversity is a <u>primary criterion</u> in selection, it must be included as a <u>required</u> qualification.

Required Qualification Examples**:**

"The ideal candidate will have strong demonstrated accomplishments in areas contributing to diversity, equity and inclusion, and a desire to play a leadership role in advancing UC San Diego's commitment to achieving excellence and diversity."

"A successful candidate will demonstrate both strong research accomplishments and prior leadership in or concrete plans to contribute to   advancing equity and inclusion. We especially welcome candidates who have created or contributed to programs that aim to increase the access and success of underrepresented minority or women students in [name]."

8. <u>Salary Statement</u>

   Example**: "***Salary is commensurate with qualifications and based on University of California pay scales."*

9. <u>Closing date statement;</u> A closing date that is at least three weeks from the last date of the <u>last</u> publication where the job has been advertised

   Example**:** *"Review of applications will commence on September 20, 2012 and continue until the position is filled.*"

10. <u>A detailed description of all documents applicants must submit</u>, **including a request for a separate statement describing past and/or potential contributions to diversity, equity and inclusion**, with a link to *http://facultyequity.ucsd.edu/Faculty-Applicant-C2D-Info.asp.*

    Example**: "...***and a separate statement describing past experience in activities that promote diversity and inclusion and/or plans to make future contributions. For further information about contributions to diversity statements, see http://facultyequity.ucsd.edu/Faculty-Applicant-C2D-Info.asp*"

11. <u>Instructions about how to submit applications</u>

    Example**:** *Applications should be submitted to the UCSD on-line application collection system, AP-On-Line Recruit, at: https://apol-recruit.ucsd.edu/apply/.*

12. **<u>An Equal Employment Opportunity/Affirmative Action employer statement must appear in external recruitment ads</u>**

    Examples: "*UCSD is an equal opportunity / affirmative action employer with a strong institutional commitment to excellence and diversity (http://diversity.ucsd.edu)."*

    "UCSD is an AA/EOE."   (Should only be used if cost is an issue).