

2021-2022 MINIMUM ADVERTISING REQUIREMENTS

UI has contracted with Jobelephant to provide advertising at no additional cost to departments. In addition to these venues, we strongly recommend advertising with professional organizations and discipline specific publications, networks, job boards, listservs, etc. For information or to place an ad contact Andy Boom at Jobelephant: andy@jobelephant.com.

<u>Type of Hire</u>	<u>Duration</u>	<u>Minimum Advertising Venues</u>
Faculty Postings	4 Weeks	<u>Tenure Track Positions</u> UI Auto-Enabled Advertising: Association of Public and Land Grant Universities (APLU), Chronicle of Higher Education, DiverseEducation.com, Hire Ed Careers/Academic Impressions, Higher Ed Jobs, Idaho Department of Labor, InsideHigherEd.com, Selected Greater Washington State HERC
	2 Weeks	<u>Non-Tenure Track positions</u> UI Auto-Enabled Advertising: Association of Public and Land Grant Universities (APLU), Chronicle of Higher Education, DiverseEducation.com, Hire Ed Careers/Academic Impressions, Higher Ed Jobs, Idaho Department of Labor, InsideHigherEd.com, Selected Greater Washington State HERC
	N/A	<u>Temporary Faculty</u> Note: There is no advertising requirement for temporary faculty/lecturers hired under UI hiring guidelines, but the venues contracted with Jobelephant may be used at no cost.
Staff Postings	2 Weeks	<u>Exempt Positions</u> UI Auto-Enabled Advertising: Association of Public and Land Grant Universities (APLU), Chronicle of Higher Education, DiverseEducation.com, Hire Ed Careers/Academic Impressions, Higher Ed Jobs, Idaho Department of Labor, Indeed.com, InsideHigherEd.com, Selected Greater Washington State HERC <u>Classified (Non-exempt) Positions</u> UI Auto-Enabled Advertising: Association of Public and Land Grant Universities (APLU), DiverseEducation.com, Higher Ed Jobs, Hire Ed Careers/Academic Impressions, Idaho Department of Labor, Indeed.com, InsideHigherEd.com, Selected Greater Washington State HERC sites
UI Internal Hires	2 Weeks	<u>Post in UI Daily Register</u> – also use internal emails, departmental memos, and bulletin boards as appropriate
All other positions	Any Duration	Idaho Department of Labor (labor.idaho.gov)
At least one of the following statements must be used when advertising I positions: U of I is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. <u>OR</u> U of I is an equal opportunity and affirmative action employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.		