

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	Tenure Track Positions 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	Non-Tenure Track positions 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	Temporary Faculty 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	Exempt Positions 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 Classified (Non-exempt) Positions 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	Post in UI Daily Register – 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 employer committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. OR U of I is an equal opportunity employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.		