

## MINIMUM ADVERTISING REQUIREMENTS

In addition to the auto-enabled advertising listed below, Federal regulations require that we advertise and outreach to underrepresented groups as indicated within our affirmative action plan. We also recommend that you advertise with professional organizations and in discipline specific publications, networks, job boards, listservs, etc. Contact Max Tomi at Jobelephant for assistance: [max@jobelephant.com](mailto:max@jobelephant.com) . If you have any questions, please call the Workforce Diversity office at 208-885-5059.

<u>Type of Hire</u>	<u>Duration</u>	<u>Minimum Advertising Venues</u>
<b>Faculty Postings</b>	4 Weeks	<p><b>UI Auto-Enabled Advertising:</b> The Chronicle of Higher Education, Higher Ed Jobs, Academic Keys, Idaho Department of Labor, Association of Public and Land Grant Universities (APLU)</p> <p><b>Note:</b> There is no advertising requirement for temporary faculty/lecturers hired under UI hiring guidelines.</p>
<b>Staff Postings</b>	4 Weeks  2 Weeks	<p><b>Exempt positions</b>  <b>UI Auto-Enabled Advertising:</b> The Chronicle of Higher Education, Higher Ed Jobs, Academic Keys, Idaho Department of Labor, APLU, Indeed.com</p> <p><b>Classified Positions</b>  <b>UI Auto-Enabled Advertising:</b> Higher Ed Jobs, Academic Keys, , Idaho Department of Labor, APLU, Indeed.com            Add 1 local paper for two weekends or 2 local papers on alternating weekends (order through Jobelephant)</p>
<b>UI Internal Hires</b>	2 Weeks	<b>Post in UI Daily Register</b> – also use internal emails, departmental memos, and bulletin boards as appropriate
<b>Postdoctoral Fellows</b>		<b>Note:</b> There is no advertising requirement for Postdoctoral Fellows hired under UI hiring guidelines.

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.