

Guidelines for Advertisements for Faculty Searches

1. At an appropriate place in the ad, include the following wording to emphasize our commitment to increasing faculty diversity.

“UNCG is a Minority Serving Institution, with an undergraduate student body consisting of 28% African Americans and 8% Hispanic or Latino Americans. UNCG and XXX Department foster an environment of collaboration across departments and schools and support community-engaged research. UNCG is proud of the diversity of its student body and we seek to attract an equally diverse applicant pool for this position. UNCG is located in a metropolitan area of more than 1.6 million in the Piedmont region of North Carolina, between the Atlantic Ocean and the Appalachian mountains. UNCG is an EOE/Affirmative Action/M/F/D/V employer and are strongly committed to increasing faculty diversity.”

2. The ad must appear in at least one printed (not electronic) publication with a national audience. This is a Department of Labor requirement in order for any non-US resident whom you hire to be eligible for permanent residency. Note: Society newsletters may not be sufficient; check with Leigh Olson (334-5398).
3. After the wording of the ad has been approved, all versions of it must use exactly the same language. This applies to web posting, newsletters, and e-mail distribution. If you want to use a condensed version of the ad in some journals, please include both versions on your Jobsearch posting.
4. A statement such as “Candidates must have a Ph.D./MFA in [discipline] by August 1st” may create legal problems if you wish to hire an ABD candidate, or someone with a different degree. Preferred wording is “Candidates must hold or anticipate a Ph.D./MFA in [area] or a related discipline by August 1.” (Of course, if you won’t accept candidates without the degree in hand, or with a degree in some other area, you can use the more categorical wording.)
5. Do not include salary information in the ad or on Jobsearch. Salary is always negotiable and including a specific figure or range in the approved ad may prevent successful negotiation with a highly desirable candidate.
6. It is recommended that searches for senior positions use language such as “Review of applications will begin on [date] and continue until the position is filled,” rather than setting a deadline. The former wording allows you to consider applications that arrive after the date, whereas a deadline would prevent you from doing so.
7. Searches at the associate rank must include the following wording: “Tenure will be offered at the associate professor rank depending on selected candidate’s qualifications.”
8. Include instructions for locating the ad on Jobsearch “To apply visit <https://jobsearch.uncg.edu> and click on “Faculty”, “Administrator/Professional”, “Faculty Non on Track” or “Research” (as applicable).