



College of Arts & Sciences
Office of the Dean

February 8, 2017

MEMORANDUM

To: Administrative Council
Department Assistants

From: John Z. Kiss, Ph.D. *John Z. Kiss*

Re: Generic Ad 2017-2018

Attached is a copy of the generic ad that is available on Jobsearch. Please post it in your department.

If you have a vacant position for which you are using the generic ad you should follow the procedures for non-tenure track faculty appointments. Please keep in mind that generic ad hires are not made through Jobsearch. Instead you will need to complete an AA-2 and attach the CV of the recommended hire. (AA-1 forms no longer exist). If there is no vacancy at present, the procedures below must be followed:

- Respond to all applicants; a sample letter is attached.
- The applications received between now and November 30, 2017 will be the active applicant pool for candidates that may be hired during the 2017/18 academic year. Applications received on or after December 1, 2017 will be the active applicant pool for the 2018/2019 academic year. Please keep the applicant pools for each academic year separate.
- All applications and related correspondence must be kept in the department for three years. At the end of that period, and in the absence of any litigation, they should be destroyed.

If you have additional questions, please call Lori Wright at extension 4-5241.

/lw

Attachments

SAMPLE

DATE

Name
Address
City

Dear _____:

I have received your application for a full-time, term appointment at The University of North Carolina at Greensboro. Your application will be kept in an active file until November 30, 2017, and you will be considered for academic year 2017/2018 positions that relate to your areas of expertise if they become available.

Thank you for your interest in The University of North Carolina at Greensboro.

Sincerely,

Department Head