

Request for Advertising

Note: Please save before completing this form.

PERS 932 (Rev. 08/2007)

Background Information

Department #

Department Name:

Contact Name:

Contact Phone #

Contact E-mail:

Position Information

This position type is: SELECT

Job Class Title:

Position # (5 digits):

Previous Incumbent (if applicable):

FTE% (Full-time equivalent): SELECT

Contract Term (Months actively employed per year): SELECT

Underutilization

Have you reviewed the ODAA underutilization information on where to advertise this position? *Please review the ODAA data at www.diversity.ilstu.edu regarding underutilized groups within your department and/or unit and select an answer.

- I HAVE reviewed ODAA underutilization information and the position **is not** underutilized.
 I HAVE reviewed ODAA underutilization information and the position **is** underutilized in these area(s).
 African-American Asian Female Hispanic Native American

Indicate all advertising venues which will be used.

- Affirmative Action Register (National)
 Chronicle of Higher Education/Philanthropy (National)
 HighEdJobs.com (National website at no cost to department)
 DiversityInc.com (National)
 Illinois Latino's Council for Higher Education (National website)
 Professional Publication and/or web site (please list)
 Local (please list)
 Other venues (please list)

Recruitment Fund Request

Funds permitting, the Provost office will contribute to the cost of external advertising for: tenure-track faculty members or full-time continuing AP's funded by general revenue dollars (with prior approval for exception from the hiring freeze).

Once approved HR will place all ads on the appropriate Illinois State University web page and by request on HigherEdJobs.com and the Chronicle; all other approved ads will be placed by the departments or units.

Does this position meet either of these criteria? YES NO

For which advertising venue are Recruitment Funds requested? _____

Advertisement Checklist / Instructions

Please submit at least two of the following to HR:

- Web ad copy
- Regular print ad copy (approximately 115 words)
- Short print ad copy

And ensure that:

- All versions of proposed ad are attached to an e-mail to sjroger@ilstu.edu
- Application Review Date is listed
- Preferred position start date is listed
- Ad request approval signatures have been obtained
- The signed PERS932 hard copy with all ad attachments are sent to 4000 Provost Office, who will forward it to HR.

Upon the Provost's Office receipt of the signed PERS932 and advertisement attachments, Departments should anticipate a turnaround of no less than seven working days.

Note: The minimum application review deadlines must be adhered to. They are as follows: Four weeks after the ad begin date for a national, regional and statewide search. Three weeks after the ad begin date for a local search. HR will adjust the advertisement date in accordance to the above Diversity and Affirmative Action guidelines.

Ad Approval Signatures

The following two signatures need to be completed by the department requesting the ad:

Signature: Department Chair/Unit Administrator Date

Signature: College Dean/Unit Director Date

FOR OFFICE USE ONLY

Recruitment Fund Request Approval

Provost Office:

Recruitment Funds Approved for (Publication Name/ \$ amount) Encumbrance #

Signature: Recruitment Account Fiscal Agent Date

Advertisement Approval

Human Resources:

Signature: all ad(s) approved for posting – changes are noted Date