

Advertising Venues Template

(Please submit directly to IFAS HR, PO Box 110281, Gainesville, FL 32611-0281 or email to [dlecuyer@ufl.edu](mailto:dlecuyer@ufl.edu))

**\_\_\_\_ I would like this position to meet advertising requirements for permanent residency (please see below)**

**\_\_\_\_ I waive advertising for permanent residency purposes, and understand that by doing so, our department may be required to re-post/re-advertise this position in the event of a permanent residency claim.**

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Signature of department chair: UF-ID (if signed electronically) Date

**PR advertising requirements:**

**Positions with teaching or extension duties**

- 1 print **or** electronic ad in a journal with national distribution (HigherEdJobs, etc.)

- at least 1 other ad (print or electronic) in an non-UF venue

**Positions without teaching or extension duties**

- 2 print ads on consecutive Sundays in the local newspaper (if a print ad is placed in a professional journal, only 1 newspaper ad must be placed)

- 30 day posting on EmployFlorida’s website

- job search website (non-UF)

- UF Career Resource Center’s website

UF policy requires a minimum of two outside advertising venues. Ads on HigherEdJobs (a 30 day posting will satisfy DOL/USCIS for green card petitions), Inside Higher Ed, and Insight Into Diversity are automatically placed for all faculty searches.

**Please complete the following information:**

Print Ads (list venues):

Electronic Ads (list venues):

Any ads that specifically target women and minorities (list venues):