**ADVERTISING CHECKLIST**

|  |  |
| --- | --- |
| Department: | Position: |

**These items must appear in your ad:**

|  |  |  |
| --- | --- | --- |
|  | ITEM | REQUIRED |
| 1 | Department/School |  |
| 2 | Faculty |  |
| 3 | Exact number of positions and Specific Rank |  |
| 4 | Salary Range |  |
| 5 | Qualifications required |  |
| 6 | Nature of duties |  |
| 7 | Name and address of person to whom applications should be sent |  |
| 8 | Effective date of appointment |  |
| 9 | Closing date for receipt of application |  |
| 10 | Equity/Accessibility/Land Acknowledgement statements |  |
| 11 | 3 Reasons to Apply link |  |

For **CRC Job ads**, **these items must *also* appear in your ad (as per the CRC ad templates)**:

|  |  |  |
| --- | --- | --- |
|  | ITEM | REQUIRED |
| 1 | State the date on which the ad has been posted online **(NEW)** |  |
| 2 | State that the position is for a CRC, identify the research field and tier level (T1 or T2) |  |
| 3 | If for a Tier 2 Chair, specifically refer to the program’s [Tier 2 justification process](https://www.chairs-chaires.gc.ca/program-programme/nomination-mise_en_candidature-eng.aspx#s3), and not use language that is misleading nor exclusionary regarding Tier 2 Chair eligibility |  |
| 4 | Include a statement that recognizes the legitimate impact that leaves can have on a candidate’s record of research achievement and that these leaves will be taken into careful consideration during the assessment process |  |
| 5 | Encourage individuals from all four designated groups to apply |  |
| 6 | Include the institution’s commitment statement to equity, diversity, and inclusion |  |
| 7 | Include a statement on the institution’s accommodation policies and provide the contact information of someone who can address requests for accommodations |  |
| 8 | Use inclusive, unbiased, and ungendered language focused only on the qualifications and skills necessary for the job |  |

**NOTE:** Copies of each advertisement as posted must be submitted with the UARC file.

When posting ads internationally, at least one Canadian ad must appear simultaneously - for the same time period - (Job Bank usually meets this requirement), and *until an LMIA is approved*.

**Your ad must be posted in the following areas:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ADVERTISING SITE | RESPONSIBLE | REQUIRED |
| 1 | CAUT online ad (30 days) Mandatory (1) | Provost |  |
| 2 | JobBank (90 days is the default for TFWP) 30 days Mandatory (2) | Faculty |  |
| 3 | AUCC/UA (30 days) as 3rd Mandatory (3) Cdn National venue  publication or online ad | Department/Faculty |  |
| 4 | Canadian and International Journals and E-lists specific to the field that will attract the best and brightest (ad **must** be accessible to the public with no login/member sign up required to view) | Department |  |
| 5 | UW Faculty web site | Faculty |  |
| 6 | UW Department web site | Department |  |
| 7 | Canadian universities with similar research areas | Department |  |
| 8 | **CRC ads** go to Office of Research <[crc@uwaterloo.ca](mailto:crc@uwaterloo.ca)> for review prior to posting and for posting **(NEW)** | Department |  |
| 9 | “Women in” web sites – underrepresented to satisfy UARC  Recommended: SWAAC <http://www.swaac.ca/advertise-with-swaac.html> ($100 per ad for faculty positions) | Department |  |
| 10 | ***Indigenous web sites (NEW)***  Recommended: Careers.Indigenous.Link <https://careers.indigenous.link/>  ($290/ad for 30 days plus volume discounts) to satisfy underrepresented groups  Recommended Alternates or Additions for a targeted Indigenous search, but Not Req’d   1. **Mi’kmaq Maliseet Nations News:** <http://www.mmnn.ca/contact-info/>    1. Fees associated based on size of job ad (see attached price breakdown) 2. **UArctic:** <https://www.uarctic.org/about-uarctic/>    1. Jobs ads can be posted on the calendar by members    2. More information on institutional membership can be found here:  <https://members.uarctic.org/membership/apply-for-membership/> 3. **Aboriginal Professional Association of Canada:** <http://www.aboriginalprofessionals.org/>    1. Each job ad is $275 per 30 days of posting, or $300 per 60 days of postings    2. Additional information on reduced fees for posting job ads for Association members can be found:   <http://www.aboriginalprofessionals.org/programs-services/career-opportunities/>   1. **NAISA Native American and Indigenous Studies Association :** <https://www.naisa.org/about/>    1. Job ads are free to post for all NAISA members. Membership fee is $100 /year    2. More information on NAISA membership can be found here:  <https://www.upress.umn.edu/journal-division/jazshop_naisa-membership-form?reset=1&id=1?reset=1&id=1> 2. **American Indigenous Research Association:** <http://www.americanindigenousresearchassociation.org/career/>    1. Job ads are free to post; submit by contacting the webmaster at:  [webmaster@americanindigenousresearchassociation.org](mailto:webmaster@americanindigenousresearchassociation.org)   ***Additional Women web sites (NEW)***   * + [Canadian Research Institute for the Advancement of Women](http://www.criaw-icref.ca/en/)   + [Canadian Coalition of Women in Engineering, Science, Trades and Technology](http://www.ccwestt.org/)   + [Society for Canadian Women in Science and Technology](http://www.scwist.ca/)   ***Additional Diversity web sites (NEW)***   * + [WorkInk](https://www.workink.com/jobs/) (Canadian Council on Rehabilitation and Work job site)   + [RecruitDisability.org](http://recruitdisability.org/)   + [IMDiversity](http://imdiversity.com/)   + [Diverse Jobs](http://jobs.diversejobs.net/) (Diverse: Issues in Higher Education job site)   + [Pride at Work Canada](http://prideatwork.ca/) | | |