

Requirements/Responsibilities For USUHS/AFRRI Recruitment Advertising

All ads must be submitted to CHR prior to placing. A valid and approved standard form 52 is required.

At a minimum, all recruitment actions for AD positions will be advertised in HigherEdJobs.com.

All ads must contain an EEO/cultural diversity statement, specific contact information, qualification requirements, and a closing date (if GS/WG).

Faculty, appropriated fund position ads (Assistant Professor, Associate Professor, Professor, Chair) will be paid by CHR (up to \$2K). Payment for other AD, appropriated fund position ads (Research Associate, Postdoctoral Fellow, etc.) are the responsibility of individual departments.

Non appropriated fund faculty and GS/WG ads will be paid by individual departments.

Ads over 2.5K must be placed into CUFS with a sole source justification statement in the USTX table. Ads under \$2.5k will be placed on a GPC.

When requesting a price quote by FAX or e-mail, be certain to state in the correspondence "please do not run the attached ad until a price quote is given and accepted".