

THE UNIVERSITY OF WESTERN ONTARIO ACADEMIC RECRUITMENT FORM (Full-Time Vacancies)

Faculty: Posting Ref #:

Department/School/Unit: Department ID:

Employer Approval: Request attached Already granted (attach approval)

CHECKLIST FOR AD CONTENT:

- | | |
|---|---|
| 1. Faculty and Department/School/Unit Name (if applicable) | 5. Qualifications and Experience Required |
| 2. Contract Type (e.g. Limited-Term, Probationary, Tenured, Continuing Appointment or Term) | 6. Address for Application |
| 3. Mandatory Statements | 7. Closing Date for Applications (please use specific date) |
| 4. Rank and Duties of Position | 8. Dates/Duration of Contract |

PROPOSED ADVERTISEMENT: (see instructions below)

To avoid errors and to ensure timely processing:

1. Use Arial font, font size of 10
2. Attach an original of the advertisement to this form AND e-mail ad to ofrweb@uwo.ca

The following statement MUST be included in all ads:

Positions are subject to budget approval. Applicants should have fluent written and oral communication skills in English. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Western Ontario is committed to employment equity and welcomes applications from all qualified women and men, including visible minorities, aboriginal people and persons with disabilities.

PUBLICATION INFORMATION:

- | | |
|---|---|
| 1. <i>Western News</i> (placed by Provost's Office) | Date(s): <input style="width: 150px; height: 25px;" type="text"/> |
| 2. UWO Web site (placed by Provost's Office) | Date(s): <input style="width: 150px; height: 25px;" type="text"/> |
| 3. <i>University Affairs</i> (to be placed by academic unit after approval)
*Web only: <input type="checkbox"/> Web <u>and</u> Paper: <input type="checkbox"/> | Date(s): <input style="width: 150px; height: 25px;" type="text"/> |
| 4. <i>CAUT Bulletin</i> (to be placed by academic unit after approval)
*Web only: <input type="checkbox"/> Web <u>and</u> Paper: <input type="checkbox"/> | Date(s): <input style="width: 150px; height: 25px;" type="text"/> |
| 5. National Newspaper: (specify) <input style="width: 250px; height: 25px;" type="text"/>
(to be placed by academic unit after approval) | Date(s): <input style="width: 150px; height: 25px;" type="text"/> |
| AND/OR | |
| Learned Journal (specify) <input style="width: 250px; height: 25px;" type="text"/>
(placed by academic unit after approval) | Date(s): <input style="width: 150px; height: 25px;" type="text"/> |
| 6. Other Venue(s): <input style="width: 150px; height: 25px;" type="text"/> <input style="width: 150px; height: 25px;" type="text"/> | Date(s): <input style="width: 150px; height: 25px;" type="text"/> |
| 7. Advertisement copy circulated to all Canadian counterparts | Date(s): <input style="width: 150px; height: 25px;" type="text"/> |

*** Web only advertising requires Provost approval and must be justified by "urgent and exceptional" circumstances, in accordance with Employment Equity clause 4,a). Please attach information supporting request.**

APPROVALS:

<input style="width: 250px; height: 25px;" type="text"/>	<input style="width: 250px; height: 25px;" type="text"/>	<input style="width: 250px; height: 25px;" type="text"/>
Chair/Director (if app.) Date	Dean/University Librarian Date	Vice-Provost

If joint position, signatures required from secondary unit, as appropriate:

<input style="width: 250px; height: 25px;" type="text"/>	<input style="width: 250px; height: 25px;" type="text"/>
Chair/Director (if app.) Date	Dean/University Librarian Date