

**Guidelines and Checklist for Advertising Full-Time Faculty Positions (UWOFA)**

1. Branding According to Western Guidelines
2. Include an “About Western” Statement
3. Include an “About Us” Statement
4. Faculty and Department/School/Unit Name if Applicable
5. Contract Type (e.g. Limited Term, Probationary (Tenure-Track), Tenured)\*
6. Length of Appointment (if applicable)\*
7. Rank for Position\*
8. Educational Qualifications\*
9. Experience and Skills Required\*
10. Duties of Position
11. Statement indicating salary commensurate with qualifications and experience.
12. Name/Address/Email for submission of Application
13. Required Documentation for Application
  - a. Minimum Requirements
    - i. Application for Full-Time Faculty Position Form
    - ii. CV
    - iii. Letter of Interest/Statement of Academic Qualifications
    - iv. Names and Contact Information of 3 Academic Referees
14. Closing Date for Applications\* (Position must be posted for a minimum of 30 consecutive days.)
15. Anticipated Start Date
16. Statement Regarding Vaccination Policy (Mandatory)
17. Western Values Diversity Statement (Mandatory)
18. Immigration Statement (Mandatory)
19. Accessibility Statement (Mandatory)

\*These parameters must match your selected candidate to comply with the Faculty Collective Agreement; Department of Immigration, Refugees and Citizenship Canada (IRCC); and Service Canada requirements.

## Mandatory Statements

### **Western Values Diversity Statement - Mandatory**

*Positions are subject to budget approval. Applicants should have fluent written and oral communication skills in English. The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups, Indigenous peoples, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.*

### **Immigration Statement - Mandatory**

*In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.*

### **Accessibility Statement - Mandatory**

*Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact {INSERT CONTACT NAME, EMAIL AND/OR TELEPHONE NUMBER}.*

### **About Western Statement – Mandatory**

Choice of:

- Academic Focused

Western University delivers an academic experience second to none. Western challenges the best and brightest faculty, staff and students to commit to the highest global standards. Our research excellence expands knowledge and drives discovery with real-world application. Western attracts individuals with a broad worldview, seeking to study, influence and lead in the international community. Since 1878, The Western Experience has combined academic excellence with life-long opportunities for intellectual, social and cultural growth in order to better serve our communities.

- Facilities Management Focused

Considered Canada's most beautiful University, Western's main campus spans 400 acres of Gothic-style buildings mixed with modern LEED-certified capital structures providing an idyllic environment for our community of scholars. The university is located in London, Canada, a safe, vibrant and welcoming community of more than 350,000 people serving as a regional medical and industrial hub for southwestern Ontario.

- General Statement

Since 1878, Western University has been committed to serving our communities through the pursuit of academic excellence and by providing students, faculty, and community members with life-long opportunities for intellectual, social, and cultural growth. We seek excellent students, faculty, and staff to join us in what has become known as the "Western Experience" - an opportunity to contribute to a better world through the development of new knowledge, new abilities, new connections, and new ways to make a difference.

- Research Focused

With annual research funding exceeding \$220 million, and an international reputation for success, Western ranks as one of Canada's top research-intensive universities. Our research excellence expands knowledge and drives discovery with real-world application. Western also provides an exceptional employment experience, offering competitive salaries, a wide range of employment opportunities and one of Canada's most beautiful campuses.

**About Us**- *Mandatory, to be developed by Unit*

Information about Faculty/Department/Unit/School – with webpage link

**Other Optional Information that may be included:**

Information about London – with webpage link

## Advertising

1. Advertising must be conducted for a minimum of 30 consecutive days, longer periods of advertising are recommended to ensure broad applicant pool.
2. **Mandatory Advertising Requirements**
  - a) UWOFA Collective Agreement requires positions to be advertised in *Canadian Association of University Teachers and University Affairs*. Choice of paper or electronic at the discretion of the Appointments Committee. See the Employment Equity Article regarding search procedures and advertising for full-time appointments.
  - b) Plus a minimum of 1 additional venue, *highly* recommend minimum of 2 additional venues.
  - c) Office of Faculty Relations, Academic Positions website:  
[http://www.uwo.ca/facultyrelations/faculty/academic\\_positions.html](http://www.uwo.ca/facultyrelations/faculty/academic_positions.html)  
(The Office of Faculty Relations posts to this website when advertisement is approved.)
3. Copies of all advertisements (both print and electronic) must be retained and recorded to demonstrate the advertisement has been available for the period of advertising. This information is required when submitting a request to hire a foreign national candidate.
  - a) When using electronic methods of advertising, please provide a copy of the receipt indicating the duration that the ad was placed in the venue. Screen shots capturing the date the screen shot was printed **must be provided for the first day the ad is published and the last day the ad is published**
  - b) When using print methods of advertising, copies of the ad as it appears in the journal or bulletin. The print copy must show the journal details (ie journal name, volume, edition, year, etc.).
4. The **Application for Full-Time Faculty Position** must be included in the submission of the application package. If the form has not been submitted, the applicant should be contacted to indicate it is required to complete the application.
5. The **LMIA Recruitment Information Form UWOFA Faculty Positions** should be used to capture the information relating to advertising and applicants during the recruitment process. This form must be completed and submitted if the selected candidate is a foreign national. It requires appointments/search committees to identify all Canadian/Permanent Resident applicants and provide rationale why each Canadian/PR applicant did not meet the minimum requirements of the position. The birthdate of the individual must also be provided in this documentation as well as citizenship.
6. If hiring a foreign national applicant, recruitment records must be retained for 6 years.

September 11, 2023

