

Advertising Policy

UNIVERSITY OF RHODE ISLAND

ADVERTISING POLICY

FOR FACULTY AND NON- CLASSIFIEDSTAFF

Policy #99-02 - Effective Date: January 2024

Advertising for position vacancies must receive prior approval from the Human Resource Office, signified by approval of the Job Posting.

The Job Posting lists the duties and responsibilities according to the position description.

HR is available to assist in the development of recruitment efforts by providing general information on appropriate resources and special guidance for the recruitment of women and minorities. The search committee is ultimately responsible for seeking out appropriate professional organizations, e-mail lists, associations, etc., that specifically serve professionals with an emphasis on members of under-represented groups.

The following statement must be included in all advertisements:

"The University of Rhode Island is an EEO employer and values diversity."

Funding for personnel advertisement costs is as follows:

1. By State law, all advertising for auxiliary-funded positions must be charged to the appropriate auxiliary enterprise (i.e., Memorial Union, Dining, etc.).
2. For positions sponsored with restricted funds (grants, private money, etc.), the account supporting the position will be charged for advertising costs.
3. All Ledger 3 and overhead accounts must incur the advertising costs for their position searches.
4. Advertising for State funded (Ledger 2) positions will be budgeted in a central account. The Human Resources Office is responsible for administering this program. Expenditures for all costs incurred for the approved advertising plan will be charged to this central account. Charges for advertisements (which must receive approval of content and display) beyond the approved advertising plan will be the responsibility of the department budget. These advertisements will not be placed until an appropriate account number has been provided.