ATTACHMENT 2

ADVERTISING GUIDELINES

The Equal Employment Opportunity/Affirmative Action (EEO/AA) Office is responsible for maintaining the Affirmative Action Account which is used to pay for advertising costs to place “position available” announcements in journals or publications for faculty recruitments.

FACULTY ADVERTISEMENTS

The following guidelines apply to ad placements for faculty positions only:

1. Submit a copy of the ad to the Equal Employment Opportunity and Affirmative Action Office. The following statement should be used in the body of the ad: “The University of Texas Health Science Center at San Antonio is an Equal Employment Opportunity/Affirmative Action Employer.”

2. In order to encumber institutional funds, the estimated cost of the ad should be provided.

3. No art work will be approved for payment.

4. Only one advertisement in one journal or publication for one issue will be approved for payment from institutional funds. Additional ad placements may be paid from the requesting department's account. Additional ad placements should contain the required statements and instructions stated in No. 1 above.

5. Positions requiring a search committee, i.e., department chairs, will be approved for the payment of two ad placements (in one issue of each publication). Additional ads may be paid for from other accounts if available.

6. The requesting department should, upon receipt of the invoice and tearsheet from the publication, prepare a state purchase voucher leaving the account number, department, and account signature blank.

7. The state purchase voucher, invoice, and tearsheet will be forwarded to the EEO/AA Office for the account number and signature. After approval, it will be forwarded to the Department of Accounting for payment.

Revised: 7/25/2000