ATTACHMENT 2

ADVERTISING GUIDELINES

The Academic, Faculty and Student Ombudsperson and ADA Compliance 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 and Executive Committee recruitment efforts.

FACULTY ADVERTISEMENTS

The following guidelines apply to advertisement placements for faculty and Executive Committee positions only:

1. Submit a copy of the advertisement to the Academic, Faculty and Student Ombudsperson and ADA Compliance Office. The following statements should be used in the body of the advertisement: "All faculty appointments are designated as security sensitive positions" and “The University of Texas Health Science Center at San Antonio is an Equal Employment Opportunity/Affirmative Action Employer including protected veterans and persons with disabilities.” In addition the statements must be in separate sentences in the advertisement.

2. In order to encumber institutional funds, the estimated cost of the advertisement must be provided.

3. No art work will be approved for payment.

4. Only one advertisement in one journal or publication for one issue (online and/or print media will be approved for payment from Academic, Faculty and Student Ombudsperson and ADA Compliance Office funds for general faculty recruitment searches. All advertisements, letters, flyers, etc. must have approval of the Academic, Faculty and Student Ombudsperson and ADA Compliance Office before distribution. Funds provided to defray costs of advertisements will be dependent on funds available at time of request.

5. Major searches, i.e., deans, department chairs, will be approved for the payment of two advertisement placements (online and/or print media). Funds provided to defray costs of advertisements will be dependent on funds available at time of request.

6. The requesting department should, upon receipt of the invoice and tear sheet from the publication, prepare a local/state purchase voucher leaving the account number, department, and account signature blank. Please put the file number(s) that this advertisement is pertaining to on the local/state purchase voucher.

7. The local/state purchase voucher, invoice, and tear sheet will be forwarded to the Academic, Faculty and Student Ombudsperson and ADA Compliance Office for the account number and signature. After approval, it will be forwarded to the Department of Accounting for payment.

Revised: 3/2014