

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Advertising University Positions

**Regulation and Procedure
Number: URP: 05.210**

Policy Owner: Finance and Administration

POLICY STATEMENT

The purpose of this Texas Woman's University policy is to provide guidelines for advertising staff and faculty positions.

APPLICABILITY

This policy is applicable to TWU Faculty and Staff.

DEFINITIONS

None

REGULATION AND PROCEDURE

I. General Guidelines

- A. Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, veteran's status, or against qualified disabled persons. Advertising that would indicate a preference, limitation, specification or discrimination based on race, color, national origin, religion, sex, age or disability is strictly prohibited. {Texas Labor Code 21.059(a)}
- B. All job postings must be approved by the Office of Human Resources ("OHR") prior to advertising the position.
- C. For greater recruiting exposure and compliance purposes, TWU job notices are posted on the staff/faculty employment opportunities website for a minimum of ten (10) consecutive days. For additional information about

advertising and the search and selection process at Texas Woman's University, please review the Search and Selection handbook.

II. Advertising Positions

The OHR will place employment advertisings for staff/faculty positions as follows:

A. Classified Positions

1. The OHR will advertise vacant staff and faculty positions on the TWU Staff/Faculty employment opportunities website. On a weekly basis, a listing of vacant staff positions will be sent to the Texas Workforce Commission ("TWC"). In addition, the OHR will list Denton campus positions in the Sunday edition of the local newspaper. The information listed in the local newspaper will include the job title, job code number, and will reference the TWU HR website address for additional information. Other media resources will be used for job postings to support the Houston and Dallas campus employment requirements.
2. The hiring department may request that OHR place advertisements in addition to the ones described above. The requesting department will be required to provide funding for additional position advertisement(s). The hiring department will compose, coordinate for approval, and assist in finalizing the ad content with OHR prior to posting of the position in additional media resources.

B. Professional, Administrative, and Faculty Positions

1. The OHR will purchase advertisements for professional and administrative (FLSA exempt and non-classified positions) staff and faculty positions in two major sources. Generally, these sources will include the Denton area newspaper, and/or additional on-line sources such as Monster.com, HigherEdJobs.com, and InsideHigherEd.com.
2. If the hiring department wishes to expand the position advertisement beyond the two major sources, the requesting department will be required to pay for and place the additional advertisement(s). The hiring department must provide the OHR with a list of additional resources used with dates of postings. The OHR

can assist with the collection of price quotes from major advertising sources such as the Dallas Morning News, the Fort-Worth Star Telegram, the Houston Chronicle and the Chronicle of Higher Education.

3. The hiring department and OHR will make every effort to recruit and consider qualified minority groups as outlined in the University Affirmative Action Plan.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

[TWU Search and Selection Handbook](#)

FORMS AND TOOLS

None

Publication Date:

Next Review: