

POSITION OPPORTUNITY ADVERTISING REQUEST

For Recruitment of Faculty Only

Attach a separate ad copy for each advertisement.

TO BE COMPLETED BY SEARCH COMMITTEE			
epartment Name: Department Nur		nber:	
Position Advertised:			
Publication/Website (URL)		Estimated Cost	
	Total		
**Attach ad copy for each publication.			
TO BE COMPLETED BY SEARCH COMMITTEE CHAIR			
Comments:			
Search Committee Chair Signature:		Date:	
TO BE COMPLETED BY DEAN			
Comments:			
Dean Signature:		Date:	
TO BE COMPLETED BY AVP FOR UNIVERSITY PERSONNEL			
Comments:			
AVP University Personnel Signature:		Date:	



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Guidelines and Definitions

INFORMATION ABOUT THE USE OF THIS FORM

Submit this form with the Endorsement for Position Opportunity Announcement form to place recruitment advertising. All positions are posted to: SSU, CSU, HigherEdJobs.com, DiversityJobs.com, Indeed, and The Chronicle (Tenure-Track only).

Additional advertising is placed and paid for by the department.

COMPLETE FIELDS AS FOLLOWS		
Department Name	Name of hiring department.	
Department Number	4 digit number of department as it is stated in PeopleSoft.	
Position Advertised	Should match name of recruitment.	
Publication/Website	Name or URL of website or publication you would like your position posted to.	
Estimated Cost	Estimated cost of posting the position to the corresponding publication/website.	

QUESTIONS/CONTACT

If you have any questions about completing this form, please contact academicpersonnel@sonoma.edu.

Academic Personnel updated 12/21