Please carefully review the following action steps required in order to begin advertising for your open position and review the general information regarding faculty searches attached to this email. Questions regarding this information should be directed to your ASC HR contact, Jennifer Prak (A&H and SBS) or Peggy Link (NMS).

1. **Position Advertisements**

   We are requesting that advertisements for positions be submitted via email to prak.9@osu.edu (A&H and SBS) or link.39@osu.edu (NMS) by **Monday October 23, 2017**. Positions that have been previously advertised do not need to be re-submitted. Please use the attached template when writing the ad. The template includes required language for background checks, Higher Education Recruitment Consortium (HERC) listings, EEO and diversity. Utilizing a template will also provide a consistent appearance for the ads displayed online. Your Divisional Dean and HR Manager will promptly review the ads once submitted and will send you a confirmation once your advertisement is approved for posting. Once the ad is approved you can move forward with creating the job opening on Academic Jobs Online. Please note that the ads for Discovery Theme searches require additional language as outlined in the attached Discovery Theme Administrative Guidelines.

   As you submit your advertisement, please also indicate the name and email address of the Search Committee Chair for each position that will be recruited. This information will be used to provide the Search Committee Chair with training information and resources. All search committees will receive information and supporting documents. For further information, see the Resources for Recruiting a Diverse Faculty that are posted at [https://intranet.asc.ohio-state.edu/apt/hiring](https://intranet.asc.ohio-state.edu/apt/hiring) (log-in required).

   The college will place the final ads for all tenure track searches on the Inside Higher Ed Careers website and the College of Arts and Sciences website. This will satisfy federal requirements regarding posting for international searches. In addition, the college will place the final position advertisement with national diversity and inclusion databases such as The National Registry of Diverse & Strategic Faculty, SREB Doctoral Scholars Program Directory, and the Minority Postdoc Doctoral Directory. Access to these databases will be provided to the Search Committee by Megan Woodall in the college’s Office of Human Resources. These databases may be used to proactively search for diverse candidates.

   The college will provide up to $5,000 per search for search-related expenses, including external advertisements placed by the department and campus visits for final candidates.

2. **Academic Jobs Online**

   We will be working again this year with AcademicJobsOnline.org, a job portal for the academic community for posting job openings and collecting application materials. The college has purchased a spot on Academic Jobs Online for each approved faculty search. Academic Jobs Online allows search committees to collect, organize and share application materials electronically.

   Please see the following instructions for setting up your department’s account with Academic Jobs Online (AJO) and posting your job opening. The college has purchased an institutional membership with enough job opening spots to accommodate all of our tenure-track faculty searches. If your department used AJO in previous years and has an account established, please skip to Step 2 of this process.

   **Step 1: Create an AJO account for your department**

   (Skip this step if your department used Academic Jobs Online last year and already has an account created. Not sure if you have an account created? Visit [https://academicjobsonline.org/ajo?employers](https://academicjobsonline.org/ajo?employers) and scroll down to Ohio State University, College of Arts and Sciences. All currently registered departments will be listed.)

   1) Go to [https://academicjobsonline.org/ajo/request](https://academicjobsonline.org/ajo/request)

   2) Scroll down to complete the Employer Request Form

   a. Membership type: “Department Level Membership”

   b. Select: “Ohio State University”. Then you will see “Ohio State University, College of Arts and Sciences” and populate this field accordingly

   c. Dept/Div/College: Fill in your department name
d. Job Contact email & Job Contact name: This should either be your search chair or other designated contact person for the job

e. Admin Contact Name & Admin Contact Email: I would suggest you list the staff person who is providing administrative support for the search. This is the person who will manage your department's account and actually sets up the job opening.

f. Password: Each department can choose the password that they would like to use.

g. Fill in all other fields as appropriate for your department

3) Submit the request

4) Jennifer Prak in ASC HR will automatically receive the request and approve.

5) The Job Contact and Admin Contact will receive an email confirmation from AcademicJobsOnline that contains an access code and instructions.

**Step 2: Post your job opening with AJO**

1) Login to AcademicJobsOnline at [http://academicjobsonline.org/ajo](http://academicjobsonline.org/ajo) using the email address of the Admin Contact Name and password created for AcademicJobsOnline. You will login as a faculty or staff at employer institutions. If you cannot remember your password, please follow the prompts on the “Forgot your password” link.

2) Create a request for a new job listing for your position.

3) The request will automatically be routed to Jennifer Prak for approval. You will receive a confirmation email when the job posting is approved.

4) Please be sure to list the Academic Jobs Online web address (including your job posting number) in the application instructions for your position. This will make your position easier to find for applicants.

**3. Submit HR Action (HRA) for OSU Jobs Website Posting (Information for Department Managers)**

Please submit an HRA using the Create a New Position or Fill an Existing Position buttons, depending on whether you are creating a new position for posting or updating an existing position. To expedite approval and processing of the HRA please be sure to attach a complete Position Description/Job Opening Template form and include the application instructions for your position in the Comments box in HRA. For positions with more than one rank associated with them please use the “Open Faculty Search” Job Code and a working title that describes the rank (e.g., Assistant or Associate Professor). If your position has a single rank assigned to it, please use the Job Code for that rank.

Please be sure that the qualifications that you include for the OSU posting match the qualification requirements in your approved ads and any journal or other external job postings. This consistency in qualifications is critical if the candidate hired for your faculty position needs to file for permanent residency.

**4. Approval to Bring Candidates to Campus for Interviews**

Divisional deans must approve finalists before they are invited to campus for visits. A candidate report form is available at [https://intranet.asc.ohio-state.edu/apt/hiring](https://intranet.asc.ohio-state.edu/apt/hiring) and must be submitted to the divisional dean and HR managers as part of the approval process. Follow-up information about this form will be sent to search committee chairs as they are identified.