

UBC Faculty Advertisement Template

Below you will find a breakdown of an advertisement in terms of its structural components. Though vital information must be included (as per the Advertising Guidelines), there is also room for creativity and additional information as desired.

REFERENCE

- [http://www.hr.ubc.ca/faculty-relations/Recruitment / Advertising Guidelines](http://www.hr.ubc.ca/faculty-relations/Recruitment/AdvertisingGuidelines)



Rank/Title	(please note that 1 advertised position = 1 hire; multiple hires require an ad noting multiple positions available)
Department/ School/ Faculty	
Location	(i.e., UBC campus/ teaching hospital; city; province)

Part 1: Position Description:

Invites applications for the position, indicating rank & term; academic background/qualifications required; duties as per applicable UBC criteria (Teaching, Research, Service)

Sample phrases about rank: Appointment at a higher rank will be considered for an applicant of exceptional Qualifications

Sample phrases about qualifications: a PhD in XX; or related field; or solid indication of imminent completion; PhD in XX or YY, including interdisciplinary programs.
Other qualifications if applicable: eligible for registered qualifications, e.g. as a Professional Engineer
Relevant postdoctoral or industrial experience is highly desirable

Sample phrases related to teaching/supervision

(e.g. exceptional communication and teaching skills; a demonstrated potential for excellence in teaching at both the undergraduate and graduate level and supervision of undergraduate and graduate students; a proven record of excellence in teaching; expected to participate fully in graduate supervision;

Sample phrases related to research:

a strong record of research productivity commensurate with their experience; demonstrated potential in establishing a successful research program; is expected to develop innovative and internationally recognized research programs; expected to obtain external funding

Sample phrases about expectation in department participation, collegiality:

expected to actively participate in departmental activities, service, events, and initiatives.

Sample phrases on leadership or responsibilities outside of research and teaching:

must possess strong communication, leadership, administrative, and collaboration skills; will lead recruitment of XX and YY for the program; build a strong research and education program in XX-ZZ; maintain reputation of the program/dept as the leader in ...; visionary, dynamic, and collaborative leader; proven leadership or administrative experience, or have demonstrated potential for such skills in other ways; responsibilities in working with external unit or body

Sample phrases on strategic areas, including diversity:

Experience/expertise in area XX or applied/implementation in YY is desirable; Interact effectively with other programs/depts/schools etc. (specify?); Collaborate/interact effectively with external bodies (specify); Particularly encourage scholars of indigeneity, racialization, and colonization. Candidates working in any part of the world will be considered.

See also optional statements below:

Part 2: Description of Department/ School

This piece is optional but can be included if desired.

Optional: Strengths and priorities of the Dept/School/Faculty
UBC attracts a high quality diverse student body

Optional sample description of location: UBC is located in Vancouver; often tops the list in the best places in the world to live; a vibrant and culturally diverse city situated between mountains and the Pacific Ocean; near Whistler, Seattle, etc.

Part 3: How to Apply Required information on how to apply.	
Anticipated Start Date	"The anticipated start date is..."
Deadline Date for Application	"Closing date for all applications is..." or "Review of the applications will start from xx and will continue until the position is filled" (must be posted 1 month at minimum) Other samples: The website may remain open past the deadline at the discretion of the search committee Review of applications will begin (as above). To ensure full consideration, applications should be complete by this date; or, Only completed applications will be considered by the search committee
Submittal of accompanying documents	List documents to be submitted: CV; reference letters or contact information for references; evidence of teaching effectiveness; any other departmental specific information required; Optional additions (e.g. leadership or strategic): example of experience in XXX, supervision record Optional additions (e.g. teaching): example of curriculum or program development Sample: Indicate if applications must be online, and provide website
Application directed to:	"Applications should be directed to... (name/ committee)... by (specify method accepted)... email/ mail/ fax" (provide address/ info)
Final directions	E.g., visit department website

Part 4: Required statements Required statements by UBC and Service Canada	
Equity statement	"UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities."
Immigration statement	"Canadians and permanent residents of Canada will be given priority."

Part 5: Optional Statements Optional statements to consider.	
Targeted Employment Equity Groups	"Appointment may be considered at a higher rank for a member of a designated equity group with exceptional qualifications" or "Appointment may be considered at a higher rank for a woman of exceptional qualifications"
Salary	"Salary will be commensurate with qualifications and experience"
Immigration	"Please indicate your legal status to work in Canada"

UBC Faculty Advertising Checklist

REFERENCES

- [UBC Advertising Guidelines](#)
- [UBC Policy #20](#)



Ensure your advertisement has included the following components:

Part 1: Position Description

- Anticipated academic rank is indicated
- Included a statement RE: the Track (i.e., Tenure Track/ Grant Tenure Track / Term) is included
- Department/Faculty and Location included
- Duties referencing UBC criteria (Teaching, Research & Service) are included
- Academic background and minimum qualifications applicant must meet are referenced

Part 2: Department / School Description (optional)

Part 3: Included Statements for Application Submission

- Anticipated start date of the position is indicated
- Deadline date for application submission is clearly indicated and will be posted 1 month minimum
- A name and address to whom applications are directed is included
- Statement RE: submittal of accompanying documentation (CV, references, etc.)

Part 4: Required Statements for UBC & Service Canada

- Equity Statement is included
- Immigration Statement is included

Part 5: Optional Statements for UBC

Part 6: Advertisement Approval (tenure stream only)

- VPAC has approved at UBC-V (DVC at UBC-O)

Part 7: Placing the Advertisement

- Identical wording used in all ads for the relevant position

All tenure stream ads are to be placed in:

- University Affairs" (Association of Universities & Colleges)
- Appropriate newspapers (e.g. "CAUT Bulletin" (Canadian Association of University Teachers))
- Work BC
- Other journals or publications suited to the area of expertise
- A UBC website (on Department or Faculty website)

See the Advertising Guidelines for the required placement of all other faculty ads.

Part 8: Copies of the Advertisement

- Copies kept of ad as it appears in each publication and/or website