

## Short Advertisement Minimum Requirements

### *for Non-Senate Faculty Positions at UC Berkeley*

The purpose of a “short ad” is to provide brief information about a position when cost is prohibitive to place the entire advertisement in a particular venue. The “short ad” must be reviewed and approved by OFEW at the same time as the standard advertisement. In AP Recruit, if using a “short ad,” include the phrase “short ad” in the title. **It is essential that the short advertisement include a link to the approved standard advertisement; short advertisements cannot stand alone.**

#### The following information must be included:

- Department, school, college or unit
- Area of specialization, field
- Title, rank, step
- Expected start date and duration (not for lecturer pools)
- Statement: “For more information about the position, including required qualifications and application materials go to (link to long advertisement on AP Recruit)”
- Contact information for questions (email address)
- The University of California, Berkeley is an AA/EEO employer.

#### Example Lecturer Pool

The School of Journalism at the University of California, Berkeley is recruiting a pool of qualified temporary lecturers to teach undergraduate and graduate courses in the School. Positions may be available as early as spring 2016, but applications will be accepted through October 30, 2016 to fill ongoing needs. For more information about the position, including required qualifications and application materials, go to <http://aprecruit.berkeley.edu/JPFXXXXX>. For questions, please contact Jane Example at [janeexample@berkeley.edu](mailto:janeexample@berkeley.edu). UC Berkeley is an AA/EEO employer.

#### Example Non-Lecturer Pool

The X Lab in the Department of Physics at the University of California, Berkeley is recruiting for an Associate Specialist to work on the X program. The anticipated start date for the position is October 1, 2016. For more information about the position, including required qualifications and application materials, go to <http://aprecruit.berkeley.edu/JPFXXXXX>. The position is open until filled. For questions, please contact Jane Example at [janeexample@berkeley.edu](mailto:janeexample@berkeley.edu). UC Berkeley is an AA/EEO employer.