

## Standard Advertising for Faculty Searches

Faculty Affairs or Jobelephant will post faculty searches on these standard sites:

- Chronicle.com (Vitae)
- HigherEdJobs.com
- InsideHigherEd.com
- AsiansInHigherEd.com
- BlacksInHigherEd.com
- LGBTinHigherEd.com
- HispanicsInHigherEd.com
- NativeAmericansInHigherEd.com
- CalJobs.ca.gov
- CSU Jobs website
- Fresno State Jobs website

Sequence for opening a search:

- After approval of drafted vacancy (word file) initiate the recruitment requisition approval process in MyFresnoState portal.
- Faculty Affairs drafts final posting and posts on Fresno State Jobs website.
- Once posted, Faculty Affairs emails Jobelephant to post on standard sites.
- Jobelephant emails final, at this time Faculty Affairs informs committee of posting and asks about additional advertising needed through Jobelephant.
- Please work with Jobelephant or Faculty Affairs to place any print journal ad(s) and/or online ads specific to your discipline that is not included in standard advertising.

Last updated Summer 2016