

## ATTACHMENT 2

### ADVERTISING GUIDELINES

The Equal Employment Opportunity/Affirmative Action (EEO/AA) Office is responsible for maintaining the Affirmative Action Account which is used to pay for advertising costs to place "position available" announcements in journals or publications for **Faculty** and **Executive Committee** recruitment efforts.

#### FACULTY ADVERTISEMENTS

The following guidelines apply to ad placements for faculty and Executive Committee positions only:

1. Submit a copy of the ad to the Equal Employment Opportunity and Affirmative Action Office. The following statements should be used in the body of the ad: "**All faculty appointments are designated as security sensitive positions**" and "**The University of Texas Health Science Center at San Antonio is an Equal Employment Opportunity/Affirmative Action Employer.**" In addition the statement must be a separate sentence in the advertisement.
2. In order to encumber institutional funds, the estimated cost of the ad must be provided.
3. No art work will be approved for payment.
4. Only one advertisement in one journal or publication for one issue will be approved for payment from EEO/AA Office funds for general faculty recruitment searches. Limit of funding \$1000. All advertisement, letters, flyers, etc must have approval of the EEO/AA Office before distribution.
5. Major searches, i.e., deans, department chairs, will be approved for the payment of two ad placements (in one issue of each publication). Limit of funding \$3500. Additional ads may be paid for from other accounts if available.
6. The requesting department should, upon receipt of the invoice and tearsheet from the publication, prepare a local/state purchase voucher leaving the account number, department, and account signature blank.
7. The local/state purchase voucher, invoice, and tearsheet will be forwarded to the EEO/AA Office for the account number and signature. After approval, it will be forwarded to the Department of Accounting for payment.