# **Postdoctoral Recruitment – Advertisement Development**

## Please review all of the information below carefully. Please complete all sections in yellow and return to Karen Heath at [karenh3@uw.edu](mailto:karenh3@uw.edu). Please don’t remove any content from this document. If you have any questions about the Postdoc union, please visit the UAW Postdoctoral Scholars Contract [here](https://hr.uw.edu/labor/academic-and-student-unions/uaw-postdocs/uaw-postdoc-contract).

# **Internal Information**

## Budget Number: Add content here

## Desired Start Date: Add content here

***Note****: The desired start date may be affected by work authorization processing.*

# **Public Facing Interfolio Ad Information**

***Note:*** *Once the Interfolio ad is finalized, Karen will submit for review/approval by several offices, including CEE Chair, COE, and AHR. Final approval may take up to 2 weeks. See sample postdoc ad in CEE* [*here*](https://drive.google.com/drive/folders/19NPQ5Bj9B0PtFWWibIQb_KNrJiOMcevQ)*.*

## **Title of Position:** Add content here

***Note:*** *Must include specialization in the title of position, instead of just having “postdoctoral Scholar”.*

## Location: Add content here

## Open Date: Add content here

## Position Closes: Add content here

***Note:*** *There is no required amount of days to have the ad open. This “hard deadline” is the date you want to stop receiving applications. If you want to re-open the job ad, we can do this and it* ***will not*** *require another round of approvals. If the ad is re-opened, the ad will have to be open for* ***a minimum of 24-hours.*** *Please contact Karen if you want to re-open the ad*

## Description: Add content here

***Note:*** *Please indicated discipline/area of specialization and subdiscipline if applicable. Indication of full-Time/Part-Time employment. Anticipated start date. Brief essential functions or expectations of the positions, i.e., “The successful candidate will be expected to…”*

***Note:*** *Fixed information required in postdoctoral ad –* ***no action on PI’s part***

**Postdoctoral scholars at UW are represented by UAW 4121 and are subject to a collective bargaining agreement, unless agreed exclusion criteria apply. For more information, please visit the University of Washington Labor Relations website: https://hr.uw.edu/files/labor/UAW-4121-Postdoc-2021-2023-CBA-TA.pdf**

## Duties & Responsibilities: Add content here

***Note:*** *Anticipated job duties are not considered required qualifications by the Department of Labor, but can yield a stronger applicant pool and support a more efficient screening process. By describing job duties in the advertisement, units help the applicant determine and articulate their fit for the position; for example, “The successful candidate will be expected to teach at the undergraduate and graduate level which may include courses on quantum chemistry…”*

## Qualifications

### ***Note:*** *enter required qualifications and desired/preferred qualifications, as applicable.*

### Minimum Qualifications: Add content here

### Desired Qualifications: Add content here

## Application Instructions: Add content here

***Note****: Be clear about what materials are required and the preferred/required format of those materials. Please also list out all of the required application materials in bullet points. Additionally, there are 2 application materials that will be required in your ad:*

*1 -* ***Sexual Misconduct Disclosure Form*** *– This is required per WA state law, effective October 1, 2021. Karen will include this language in the ad****. No action needed from PI on this part.*** *The language is:* ***State law requires that the University of Washington obtain the Disclosure of Sexual Misconduct declaration signed by the candidate. The declaration will require you to disclose any substantiated findings of sexual misconduct, to authorize current and past employers to disclose to the UW any sexual misconduct currently being investigated and/or committed by you, and to release current and past employers from any liability.***

## Salary

Add the position’s exact salary or salary range here (See Postdoc salary ranges [here](https://www.ce.washington.edu/mycee/hr/postdoctoral-scholars#compensation)).

**Note:** Effective January 1, 2023, Washington State law ([RCW 49.58.110](https://urldefense.com/v3/__https:/app.leg.wa.gov/RCW/default.aspx?cite=49.58.110__;!!K-Hz7m0Vt54!nqWZrdPAUdqcfeEtKS4HqqT_DF52Cv4zSRWURVm6FD190wkRUWqcQ7o14k2tXdhGeD4fNqI7A-dofA$)) requires employers to “…disclose in each posting for each job opening the wage scale or salary range, and a general description of all of the benefits and other compensation to be offered to the hired applicant.”

*The required language we must use in the job ad is:* ***The base salary range for this position will be [enter salary range] per month, commensurate with experience and qualifications, or as mandated by a U.S. Department of Labor prevailing wage determination.***

# Default Language Required in Ad:

## Diversity Statement

This is required by CEE. An example is: ***Diversity Statement****: A one-page description of your contributions to and vision for promoting justice, equity, diversity, and inclusion*. **Please list how you want this diversity statement to be described in your ad, otherwise, we will use the sample default in gray:**

***Diversity Statement: A one-page description of your contributions to and vision for promoting justice, equity, diversity, and inclusion.***

This form MUST be reviewed when reviewing applications.

## Equal Employment Opportunity Statement – No action on PI’s part

**University of Washington is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, marital status, pregnancy, genetic information, gender identity or expression, age, disability, or protected veteran status.**

## Commitment to Diversity - No action on PI’s part

**The University of Washington is committed to building diversity among its faculty, librarian, staff, and student communities, and articulates that commitment in the UW Diversity Blueprint (**[**http://www.washington.edu/diversity/diversity-blueprint**](http://www.washington.edu/diversity/diversity-blueprint)**/). Additionally, the University’s Faculty Code recognizes faculty efforts in research, teaching and/or service that address diversity and equal opportunity as important contributions to a faculty member’s academic profile and responsibilities (**[**https://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#24**](https://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2432)

# Search Committee Members

You are not required to have a search committee. If you choose to have a search committee or colleagues review applications, these individuals will be granted access to the application materials.

### Member 1: Add content here

### Member 2: Add content here

### Member 3: Add content here

### Member 4: Add content here

# Member 5: Add content here

# Setting Evaluation Criteria

***Note:*** *The UW requires that the PI or search committee define criteria by which it will evaluate applicants. To ensure consistent application of the evaluation criteria across the applicant pool, search committees should plan to meet as a group to discuss and define the rubric* ***before*** *the committee begins reviewing applications. Criteria will be entered into Interfolio and the PI and/or search committee will assign a rating to each criterion when they are reviewing applications. These criteria are commonly referred to as a rubric. This step can be skipped if the criteria has not been established yet, however, it must be established before the search committee begins reviewing applications.* ***Karen will need at least 1 criterion when submitting the job ad for approval.***

You may use the star rating system in Interfolio (see sample below) or a separate rubric (Examples of evaluation criteria can be [found here](https://drive.google.com/drive/folders/19NPQ5Bj9B0PtFWWibIQb_KNrJiOMcevQ)).

## Evaluation Criteria

### Criterion 1: Add content here **(Required to send back to Karen with at least 1 Criterion)**

### Criterion 2: Add content here

### Criterion 3: Add content here

### Criterion 4: Add content here

### Criterion 5: Add content here

## Publishing Ad in Outlet

### Criterion 1: Add outlet here

***Note:*** *the department will pay for, as well as process the publishing of Postdoctoral Scholar position openings in an outlet of the PI’s choosing. The department will pay up to $300 towards a posting fee, and the difference will be covered by the PI. Please indicate above the other outlet. The Department can also post a free posting in Academickeys.com.*

# See “reviewing Applicants” document that Karen shared that discusses process during the review/final stages of recruitment.