

***AUTHORIZATION TO ADVERTISE ACADEMIC VACANCY***

***IN CANADIAN ASSOCIATION OF UNIVERSITY TEACHERS (CAUT) BULLETIN***

Please use *one* form per vacancy. Complete the advertisement in *paragraph form* in the space provided below or use a separate page. (See sample on reverse.)

**Information to be included:**

1. **Title (maximum 150 characters – less/concise is better) Specify area of research or dept**, **eg.**

* Tenure-Track Assistant Professor, Aquatic Microbiology
* Definite Term Lecturer, Department of Electrical and Computer Engineering

1. **Body of advertisement (maximum 1,000 words), include the following information (see sample on next page)** Department/School and Faculty; Title of position; Qualifications required; Nature of duties; Salary Range; Name and address of person to whom applications/inquiries should be sent; Effective date of appointment; Closing date for receipt of application.

Signature of Chair/Director Date:

Signature of Dean Date:

Approved: Vice-President Academic & Provost Date:

PUBLICATION NOTES:

***SAMPLE ADVERTISEMENT – Be specific***

**Title: Rank, Area e.g.,** Assistant Professor, Kinesiology and Health Sciences

**Advertisement (max 1,000 words) CAUT system will not allow ads with more than 1,000 words; ads will be posted exactly as submitted; urls required (not hyperlinks)**

Specific Rank – **paragraph one**

The ***<Department/School>*** in the Faculty of ***<xxx>*** at the University of Waterloo is seeking an exceptional scholar and researcher for one tenure track position at the rank of ***Assistant Professor*** in the area of **<*research area>*** beginning ***<date > or*** with ananticipated start date of ***<date>***. OR

Open Rank – **paragraph one**

The ***<Department/School>*** in the Faculty of <xxx> at the University of Waterloo invites applications for exceptional scholars and researchers for three tenure track positions at the rank of Assistant Professor in ***<area of research>*** beginning ***<date > or*** with ananticipated start date of ***<date>***. In the case of an exceptional candidate, an appointment at the rank of Associate Professor or Full Professor will be considered.

Body of ad – **next three paragraphs**

The successful candidate must have a PhD in **<*research area>*** or an equivalent discipline. Evidence of an actively developing research program with emphasis on **<*research topics>*** is required. Duties include research, teaching at the undergraduate and graduate level, and supervising graduate students. The ability to develop and teach an array of traditional and on-line courses is required. Applicants whose research aligns with the strategic plan of the department/school, which constitutes ***<department’s mandate or mission statement>*** would be especially appealing.

The salary range for this position at the <***rank of*, i.e. *Assistant Professor***> rank is ***<base salary amount>*** to ***<top salary amount>***. Negotiations beyond this salary range will be considered for exceptionally qualified candidates. *(the 2nd sentence is to be used at the discretion of the hiring department)*

Applications received by <date> [*at least 30 days from the posting date*] will be given full consideration. However, applications will continue to be reviewed until the position is filled**.** **OR** … The closing date for applications is ***<date >.*** Three letters of reference will be requested for applicants invited for an interview. Send curriculum vitae, cover letter, teaching and research statements and up to ***<number and type of sample publication material>*** to: Professor K.S. Brown, Chair, Department of Statistics and Actuarial Science, Faculty of Mathematics, University of Waterloo, Waterloo, Ontario N2L 3G1 Canada.

Remainder of ad – **mandatory statements**

The University of Waterloo acknowledges that much of our work takes place on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. Our main campus is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River. Our active work toward reconciliation takes place across our campuses through research, learning, teaching, and community building, and is centralized within our [Indigenous Initiatives Office](https://uwaterloo.ca/human-rights-equity-inclusion/indigenousinitiatives) (<https://uwaterloo.ca/human-rights-equity-inclusion/indigenousinitiatives>).

The University values the diverse and intersectional identities of its students, faculty, and staff. The University regards equity and diversity as an integral part of academic excellence and is committed to accessibility for all employees. The University of Waterloo seeks applicants who embrace our values of equity, anti-racism and inclusion.  As such, we encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as Indigenous peoples (e.g., First Nations, Métis, Inuit/Inuk), Black, racialized, people with disabilities, women and/or 2SLGBTQ+.

The University of Waterloo is committed to accessibility for persons with disabilities. If you have any application, interview or workplace accommodation requests, please contact [department contact name and contact information].

If you have any questions regarding the position, the application process, assessment process, or eligibility, please contact [department contact name and contact information].

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

­­­­­­­­­­­­­­­­­­­­­­­­­­­Three reasons to apply: <https://uwaterloo.ca/faculty-association/why-waterloo>.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Notes:***

1. **All advertisements must include the Land Acknowledgement, Employment Equity, and Accessibility statements as shown above**

**“The University of Waterloo acknowledges…”;** “**The University of Waterloo values** …”; “**The University of Waterloo is committed to accessibility** …” **and “…questions regarding the position**…”; “**All qualified candidates** …”

1. **All advertisements must include the following statement/link:**­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­**Three reasons to apply:** [**https://uwaterloo.ca/faculty-association/why-waterloo**](https://uwaterloo.ca/faculty-association/why-waterloo)**.**
2. **Ads to include a contact person in the department who can answer questions related to 1) the process and 2) requests for accommodation**
3. **All advertisements must include the salary range and a specified rank**
4. **Mailing Address/Electronic Submission**

If applications are to be submitted electronically, there is no need to include a mailing address.

1. **Letters of Reference –** At least three references (will be required) for applicants and only for individuals invited for an interview. Departments can go beyond this if they wish and ask for references from all applicants.
2. **Professional Qualifications**

Departments will add a statement to the advertisement if a Professional Designation is required.

1. **Request for sample publication material**

If asking for sample journal articles/book chapters/conference proceedings/etc., be specific. State exactly what you require and how many, e.g. up to three reprints of current journal articles, two preprints, etc.