



Faculty Hiring Advertisement Samples

Abbreviated Ad

The University of Virginia's (Department Name) will be (or anticipates) hiring or requests applications for (position title). For complete details of this position or to apply, please visit the [Jobs@UVa](#) website.

Please reference Posting Number

EEO/AA Statement.

xxxx.

Moderately Abbreviated Ad

The University of Virginia's (Department Name) will be (or anticipates) hiring or requests applications for (position title). Minimum requirements include: (Show all MRs). For complete details of this position or to apply, please visit the [Jobs@UVa](#) website.

Please reference Posting Number

EEO/AA Statement.

xxxx.

Complete Ad

Please make sure that any complete ad you send out to an external recruitment resource does not contain information that exceeds or differs from the information in your [Jobs@UVa](#) posting. The posting is a complete advertisement.

- Department Name and Position Title
- Minimum Qualifications
- Preferred Qualifications
- Job Duties
- Application Procedure
- Descriptive Language about Department/University/Charlottesville/Virginia (optional)
- EEO/AA Statement