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| **Process Step** | **Description** | **Approval Needed**  |
| **Step 4: Advertising** | Search committee chair submits advertising to sources listed on the Form A2. *(Section C.3 of COFS)* | Approvals are completed in the prior step. |

Once the job has been posted on HR (and there is a job position number), then the job description/link to the posting on HR website can be submitted to those places you indicated you were going to advertise i.e. Form A2 Recruitment plan.

Keep copies of evidence that the job ad has been posted to all of the places you indicated. If sent to colleagues via email (e.g., a listserve in your unit’s discipline), save email as a PDF for evidence that job posting was advertised as expected. If individual faculty send to colleagues, have them save the email as PDF and send to committee chair.

EVENTUALLY, YOU WANT THE SEARCH TO BE APPROVED, AND IN ORDER TO BE APPROVED, THE EQUITY AND ACCESS OFFICE NEEDS TO HAVE EVIDENCE THAT THE JOB ANNOUNCEMENT WENT TO A DIVERSE SET OF POTENTAILLY QUALIFIED INDIVIDUALS. SOMETIMES, THERE ARE NOT THAT MANY APPLICANTS, BUT IF YOUR UNIT CAN DEMONSTRATE THAT YOUR COMMITTEE DID EVERYTHING POSSIBLE TO ADVERTISE, A SMALL POOL OF CANDIDATES COULD STILL BE APPROVED.

THUS, THIS IS AN IMPORTANT STEP.