**Mandatory Advertising Text**

The goal of this document is to guide you through the standardized and mandatory Advertising Text required in all requisitions.

Below, you will find the standardized text to use in your requisitions followed by mandatory notices by ECLS.

**Review Date:**

**To ensure consideration, please apply prior to the review date.**

Ensure review date/ close date 11:55 pm Alaska Standard Time is listed, as well as required application materials.

**Internal Posting:**

This recruitment is open internal to current UA employees as a promotional opportunity or those otherwise eligible to apply to internal postings.

**Student & Temporary Staff (SN, ST, GN, GT, NT, NX, XT, XX)**

Background Check:

The successful applicant is required to complete a background check. Any offer of employment is contingent on the background check.

At-Will:

Pursuant to Board of Regents’ Policy 04.01.055.B, temporary, extended temporary, adjunct, student, casual labor, regular new hire probationary employees and those positions designated by the president as officers and senior administrators of the university are employed at-will.

Training Policy:

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Tobacco-Free Campus:

UAF Campus is a tobacco free campus. For more information, please go to: <http://www.uaf.edu/tobaccofreecampus/>

Notice of Nondiscrimination:

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**Adjuncts – Represented (FT)**

Background Check:

The successful applicant is required to complete a background check. Any offer of employment is contingent on the background check.

UNAD-Adjunct:

This is an at-will, union represented adjunct position, and may be cancelled based upon the needs of the university.

Union Representation:

This position is represented by United Academic – Adjuncts.

Training Policy:

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**Adjuncts – Non-Represented (FW)**

Background Check:

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At-Will:

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**Staff Regular (NR, XR)**

Background Check:

The successful applicant is required to complete a background check. Any offer of employment is contingent on the background check.

Probationary Period:

Pursuant to University Regulation 04.07.020, new employees of the University are employed in an at-will probationary status for the first six months of employment.   During the probationary period, employment may be terminated for no reason or any reason.  Promoted employees also serve a probationary period with limited rights of retreat.

Training Policy:

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**Staff Term-Funded (NR, XR)**

Background Check:

The successful applicant is required to complete a background check. Any offer of employment is contingent on the background check.

Term Position:

This position is a term-funded position and is reviewed annually for contract renewal at the University's discretion.

Probationary:

Pursuant to University Regulation 04.07.020, new employees of the University are employed in an at-will probationary status for the first six months of employment.   During the probationary period, employment may be terminated for no reason or any reason.  Promoted employees also serve a probationary period with limited rights of retreat.

Training Policy:

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**L6070 Regular (CR)**

Background Check:

The successful applicant is required to complete a background check. Any offer of employment is contingent on the background check.

L6070- At-will:

Pursuant to Article 1.5 of the Local 6070 Collective Bargaining Agreement, upon initial hire Local 6070 Bargaining Unit Members are probationary for the first six (6) months of work. During the probationary period, employment may be terminated for no reason or any reason.

Union Representation:

This position is represented by the Alaska Higher Education Crafts & Trades Employees (L6070).

Training Policy:

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**L6070 Term-Funded (CR)**

Background Check:

The successful applicant is required to complete a background check. Any offer of employment is contingent on the background check.

Term Position:

This position is a term-funded position and is reviewed annually for contract renewal at the University's discretion.

L6070 – At-will:

Pursuant to Article 1.5 of the Local 6070 Collective Bargaining Agreement, upon initial hire Local 6070 Bargaining Unit Members are probationary for the first six (6) months of work. During the probationary period, employment may be terminated for no reason or any reason.

Union Representation:

This position is represented by the Alaska Higher Education Crafts & Trades Employees (L6070).

Training Policy:

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**L6070 Temporary (CT, NX)**

Background Check:

The successful applicant is required to complete a background check. Any offer of employment is contingent on the background check.

L6070- At-will:

Pursuant to Article 1.5 of the Local 6070 Collective Bargaining Agreement, upon initial hire Local 6070 Bargaining Unit Members are probationary for the first six (6) months of work.  During the probationary period, employment may be terminated for no reason or any reason.

Union Representation:

This position is represented by the Alaska Higher Education Crafts & Trades Employees (L6070).

Training Policy:

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**UNAC Term-Funded Faculty (F9)**

Background Check:

The successful applicant is required to complete a background check. Any offer of employment is contingent on the background check.

Term Position:

This position term-funded and is reviewed annually for contract renewal at the University's discretion.

Union Representation:

This position is represented by United Academics (UNAC).

Training Policy:

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**UNAC Regular Faculty (F9, A9, AR)**

Background Check:

The successful applicant is required to complete a background check. Any offer of employment is contingent on the background check.

Union Representation:

This position is represented by United Academics (UNAC).

Training Policy:

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**Non-Represented Faculty (AR, F9, FN)**

Background Check:

The successful applicant is required to complete a background check. Any offer of employment is contingent on the background check.

Training Policy:

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**Executive/Senior Administrator (EX)**

Background Check:

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This position is designated as an officer of the university or senior administrator at the discretion of the president.

Training Policy:

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**Firefighters (FFA)**

Background Check:

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New Hire Probation Period:

Pursuant to Article 8.4 and 8.5 of the Fairbanks Fire Fighters Union Local 1324 Collective Bargaining Agreement, the standard probation period for new hires is twelve (12) months, but may be extended by the Fire Chief for up to six (6) additional months. The promotional probationary period is six (6) months but may be extended by the Fire Chief for up to six (6) additional months.

Union Representation:

This position is represented by the Fairbanks Fire Fighters Union Local 1324.

Training Policy:

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