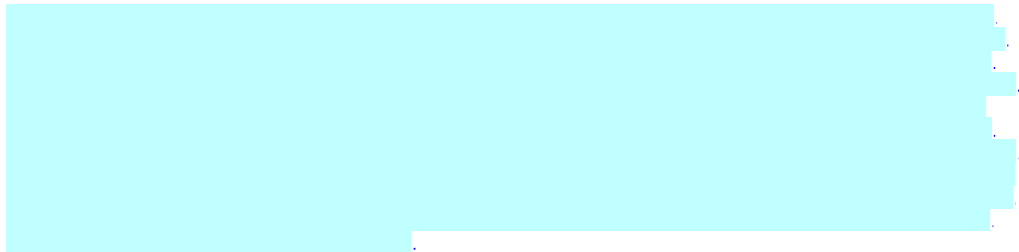


From: [Anderson, Paul \[ADM\]](#)
To:



Subject: new Affirmative Action/Equal Opportunity, non-discrimination, and reasonable accomodation statements
Date: Monday, August 03, 2015 8:41:53 AM
Importance: High

Dear Colleagues,

As you know, all advertisements for academic positions ***must*** combine the posting text verbatim from the Academic Career Opportunities (ACO) website with federally-mandated and University-required Affirmative Action/Equal Opportunity, non-discrimination, and, most recently, reasonable accommodation statements.

BSD Search Administrators and Search Coordinators also know that there is a foolproof, automated process to execute this required combination no matter what changes have been made to the federally-mandated and University-required statements:

- 1) ***always*** use the ACO's "Advertisement Preview" report function to generate the text for your advertisement
- 2) ***copy and paste*** the text generated by the ACO's "Advertisement Preview" report function for the advertisement copy
- 3) ***verify immediately after*** the advertisement has been published that the process has been correctly executed

Reports
EEO - Departmental Summary
Applicant Log
Applicant Contact Information
Advertisement Preview

Should any issues arise, please be sure to contact the Office of Academic Affairs immediately, and the OAA staff will be happy to advise you on next steps.

Effective July 31, 2015, new statements have been provisioned in the ACO. As long as you continue to use the "Advertisement Preview" report function to generate the copy for your advertisements and follow the steps outlined above, your advertisements will be compliant with University policy. Please be sure, however, to bring to the attention of the Office of Academic Affairs any unexpected or unforced variances in the application of this automated process.

Paul

PAUL V. ANDERSON

Assistant Dean and Executive Director
Office of Academic Affairs
The University of Chicago Biological Sciences
5841 S Maryland Ave | Rm O-102 | Chicago, IL 60637
Office: 773-795-5413

AT THE FOREFRONT OF MEDICINE®

From: Mitchell Kittlaus [mailto:mkittlaus@uchicago.edu]

Sent: Friday, July 31, 2015 1:31 PM

To:

Subject: Effective today: required language for new advertisements for academic positions

Good afternoon,

Postings in the Academic Career Opportunities site now reflect the correct language and hyperlinks. Effective today, 31 July 2015, please make sure the following text appears *exactly* on new advertisements for academic positions:

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status or status as an individual with disability.

The University of Chicago is an [Affirmative Action / Equal Opportunity](#) / Disabled / Veterans Employer.

Job seekers in need of a reasonable accommodation to complete the application process should call 773-702-5671 or email ACOppAdministrator@uchicago.edu with their request.

Kind regards,
Mitchell

Mitchell Kittlaus
Executive Assistant to Ingrid Gould, Interim Affirmative Action Officer
Office of the Provost
(773) 702-0287
mkittlaus@uchicago.edu