



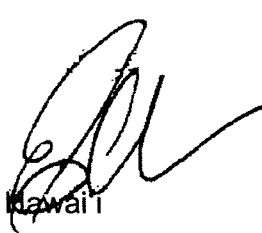
UNIVERSITY OF HAWAII

EVAN S. DOBELLE
PRESIDENT

November 19, 2002

MEMORANDUM

TO: Senior Vice President/University General Counsel/Chief of Staff Kirimitsu
Interim Vice President Neubauer
Chancellor Englert
Senior Vice President/Chancellor Tsunoda
Senior Vice President/Chancellor Tseng
Chancellor Pearman
Vice President Sloane
Vice President Costello
Vice President Sathre

FROM: Evan S. Dobbelle
President, University of Hawaii 

SUBJECT: **Consolidated University Vacancy Announcements**

Currently, University of Hawaii'i vacancy announcements are dispersed in various places in the classified section of the local newspaper(s), often in small print and in different fonts. As our advertisements project the image of the University of Hawaii'i, we need to create a good first impression to potential applicants. Therefore, the University of Hawaii'i is in the process of developing a system to electronically consolidate all vacancy announcements under one University of Hawaii'i banner to be advertised in a local newspaper with statewide distribution. See attached sample.

The advantages of consolidated University vacancy announcements are:

- Automatic submission of vacancy announcements to the publishing agency
- Elimination of duplicative data entry of advertisements
- University vacancies published under one banner
- Consistent information published for all advertisements
- Consolidated EEO/AA statement and website reference in advertisements

Senior Vice President/University General Counsel/Chief of Staff Kirimitsu, et al.

November 15, 2002

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A Request for Quotations will be distributed to publishing agencies with statewide distribution. Effective with the announcement of the designated publishing agency, all vacancy announcements must be published under this consolidated University banner. Each college/campus/program will be assessed a cost for its vacancy announcements. More detailed information will be provided to you and your staff once we have completed the request for quotations.

By University Administrative Procedure A9.540, *Recruitment and Selection of Faculty and Administrative, Professional and Technical (APT) Personnel*, University vacancies shall be announced at the <workatuh.hawaii.edu> website. With this consolidated advertising approach, pertinent information can be automatically extracted from the web entry and posted to the consolidated University banner for publication in a designated local newspaper with statewide distribution. In addition, colleges/campuses/ departments may elect to publish their vacancy announcements in other media with any cost borne by the college/campus/program.

If you have any questions, please contact Peggy Hong at 956-8988 or e-mail at <peggy@mail.pers.hawaii.edu>.

Attachments

- c: Executive Administrator and Secretary of the Board Iha
- Designated Personnel Representatives (via web)
- Mānoa Deans and Directors (via web)

QUESTIONS AND ANSWERS

Q #1: Will this advertisement fulfill the University requirement to advertise in a local newspaper with statewide distribution?

Ans: Yes.

Q #2: Who will be responsible for placing the advertisement?

Ans: The college/campus/program shall determine whether it is most appropriate to advertise the vacancy in a local newspaper with statewide distribution, nationally in professional journals, electronic bulletins, etc., pursuant to appropriate policies and procedures. If the decision is to advertise the vacancy in a local newspaper, the user submitting the advertisement will place a mark in the checkbox entitled "Include this job in print advertisements" and provide a valid account code at the website: <http://workatuh.hawaii.edu/>. Information Technology Services (ITS) will collect on a weekly basis those notices with checkmarks and electronically transmit the information to the selected newspaper.

Q #3: Will the advertisement come out every week (Sunday)?

Ans: Yes, provided that there are vacancy announcements to be published.

Q #4: Will there be deadlines for the colleges/campuses/programs that wish to advertise their vacancy positions in the Sunday newspaper?

Ans: Yes. To be printed in the Sunday newspaper, the checkbox entitled "Include this job in print advertisements" must be marked by no later than 11:59 p.m. on the Tuesday preceding the Sunday newspaper.

Q #5: Who will be responsible for the cost of the advertisement in the newspaper?

Ans: Each college/campus/program will be assessed a flat dollar amount dependent on the group rate provided by the newspaper for each "advertisement block" (5 lines or less) per announcement. If your vacancy announcement takes 6 lines, the college/campus/program will be charged for 2 "advertisement blocks" (10 lines). The UH Bookstore System will coordinate the payment to the newspaper and notify each college/campus/program of its cost relative to the advertisements.

Q #6: Will I be able to view the advertisement at the website: <http://workatuh.hawaii.edu/> to estimate how much I will be charged?

Ans: Yes. A pop-up window will give you a preview of your published advertisement. Details that cannot be computerized are the exact font size of the printed advertisement as well as the different point sizes for diacritical marks. Therefore, you must allow for additional blank space to accommodate these details if you want to stay within your 1 block charge.

Q #7: Can the vacancies be listed by islands?

Ans: No. Vacancies will be listed by employee groups – Faculty, Executive/Managerial and Administrative, Professional and Technical.

SAMPLE ADVERTISEMENT

Website: WORKATUH.HAWAII.EDU

UNIVERSITY OF HAWAI'I JOB OPPORTUNITIES

For full description of ads, visit the website above. Appointments are full time unless otherwise specified, and are subject to funding and/or position clearance. UH is an Equal Opportunity/Affirmative Action Institution.

EXECUTIVE/MANAGERIAL

Workforce Development Coordinator (Academic Affairs Program Officer), Windward CC; #9999T; temporary; closes 04/07/02; 808 956-1111

FACULTY

Assistant Professor (Sociology), West O'ahu; #023499; part-time; closes 03/30/02; 808 486-1114

Assistant Researcher (Cancer Etiology), Downtown, Cancer Research Center; #33333; temporary; closes 02/15/02; 808 923-1119 or crchstaff@hawaii.edu

Associate Professor (Anatomy and Reproductive Biology), Mānoa, School of Medicine; #0055521; tenure track; closes 02/15/01; 808 956-1113 or staff@hawaii.edu

Geriatric Educator (Post-Doctoral Fellow), Moloka'i, Moloka'i Education Center; continuous recruitment until filled; 808 956-1118

Instructor (Human Development), Leeward CC; #22222; tenure track; closes 02/14/02; 808 455-1117

Junior Specialist (Student Services), Mānoa, Admissions and Records Office; #555555; temporary; 808 956-1116

Researcher (Agriculture and Forestry), Hilo; #44441; tenure track; closes 02/15/02; 808 944-1115 or hilostaff@hawaii.edu

PROFESSIONAL AND TECHNICAL

Institutional Support (Administrative Officer), Hilo, College of Arts and Sciences; #777777; part-time temporary; closes 02/15/02; 808 944-2123 or mail@hawaii.edu

Physical Plant Management (Dorm Manager), Mānoa, Student Housing Office; #666666; closes 02/15/02; 808 956-1120

Public Information, Public Events Planning and Publications (Magazine Editor), Mānoa, University Relations; #55555; closes 02/15/02; 808 956-1122

Public Information, Public Events Planning and Publications (Theater Mgr), Mānoa, College of Arts and Humanities; #444444; closes 02/15/02; 808 956-1121