



**ADVERTISING GUIDELINES PER POSITION**

Type of Position	UM Careers Required	University Affairs Required	CAUT Required	UM Today Required	Optional External Advertising
Academic Tenure, Tenure Track, Canadian Research Chair, Department Head, Academic Terms (any length of time)	1 month	1 month	1 month	1 month	TBD; for Sr Academic Admin, to do Govt Canada Job Bank for 1 month
Academic Probationary and Continuing	1 month	1 month	1 month	1 month	TBD
Section Head / Library Head	1 month	1 month	1 month	1 month	TBD; to do Govt Canada Job Bank continuous until filled
Other Academic, Post-Doc Fellowships	1 month	No	No	1 month	TBD
Contingent, GFT	1 month	No	No	1 month	TBD
Research Associate	1 month	1 month	1 month	1 month	TBD; to do Govt Canada Job Bank continuous every 2 months
Research Associate Blanket Ad - published every April 1 and Nov. 1	6 months	6 months	6 months	1 month	To do Govt Canada Job Bank for 6 months

**Notes:**  
 UM Careers and UM Today are free  
 CAUT and University Affairs combined is \$850.00 plus taxes  
 Government of Canada Job Bank is approximately \$70.00/month plus taxes  
 Research Associate Blanket Ad includes research associate positions across U of M; costs are paid by the Office of the Vice-President (Research and International)  
 Requests for advertising waivers or shortened duration are to be approved by Pam Trupish, Director, Office of the Vice-President (Academic) & Provost