Guidelines for Recruitment Advertisers

Following are guidelines for use in composing and responding to classified advertisements to be placed in the Monitor on Psychology® and PsycCareers, APA's Online Career Center. These same guidelines are applicable to any position opening advertisements appearing in other APA publications.

Readers receive the Monitor on Psychology approximately mid to late month. APA recommends that response deadlines in advertisements be no earlier than the 15th of the month following the month of publication.

EQUAL EMPLOYMENT OPPORTUNITY

The American Psychological Association endorses equal employment opportunity practices and accepts only ads that are not discriminatory on the basis of race, color, gender, religion, age, national origin, veteran status, or physical disability. In addition, APA encourages advertisers to not discriminate on the basis of marital status, the numbers and ages of dependent children, mental disability, or sexual orientation. In keeping with this policy, the use of “recent PhD” in Monitor on Psychology and PsycCareers advertising is not allowed on the basis that it is potentially age-discriminatory (see U.S. Department of Labor prohibition on use of “recent graduate”). The term “beginning-level salary” may be used. Positions may also be defined in terms of teaching load, specified number of years away from a tenure decision, or requirements of certain skills.

We reserve the right to edit all copy and to refuse ads that are not in consonance with the principles of Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Veterans’ Reemployment Rights Act Handicap Bias, the Vietnam-Era Veterans’ Readjustment Assistance Act of 1974, and the Americans With Disabilities Act of 1990.

The Equal Employment Opportunity Act, in addition to Public Law 100-238, makes specific legally permissible exceptions to discrimination in hiring by religious institutions, Indian tribes, and federal correctional facilities.

For this reason, certain Position Opening advertisements will include job opening restrictions on the basis of religious, racial, and age factors.

Without limiting PsycCareers’s terms, conditions, and policies, PsycCareers in accordance with Department of Justice guidelines: 1) Prohibits any job posting that requires U.S. citizenship or lawful permanent residence in the U.S. as a condition of employment, unless otherwise required in order to comply with law, regulation, executive order, or government contract. 2) Prohibits any job requirement or criterion in connection with a job posting that discriminates on the basis of citizenship status or national origin. You can review more information at the website. For complete EEO guidelines please refer to the following resource.

CENSURED INSTITUTIONS

By vote of the Council, 1974, listings will be accepted from academic institutions under Censure by the American Association of University Professors (AAUP). However, these listings are identified in print and online by the placement of the symbol (•) preceding line classified position openings (and by an editor’s note located in the Advertising Guidelines for display classified ads) in order to advise applicants that the employing institution, or its administration, which includes the administrative officers and the governing board of the institution, has been censured by the AAUP, and that further information may be obtained from the relevant AAUP Bulletin.
“PSYCHOLOGIST” TERM USE

APA policy on the use of the title “psychologist” is contained in the General Guidelines for Providers of Psychological Services, which defines the term “Professional Psychologist” as follows: “Psychologists have a doctoral degree in psychology from an organized, sequential program in a regionally accredited university or professional school.” APA is not responsible for the specific title or wording of any particular position opening, but it is general practice to refer to master’s-level positions as counselors, specialists, clinicians, and so forth (rather than as “psychologists”). In addition, it is general practice to refer to APA-accredited programs as “APA-accredited” rather than “APA approved”. The position as described must be in conformity with the statute regulating the use of the title psychologist and the practice of psychology in the state in which the job is available.

ADVERTISEMENTS SHOULD BE WRITTEN TO CONVEY THE FOLLOWING INFORMATION

- Any limits or restrictions on Position Opening advertisements including any restrictions on the basis of geographical, age, and/or religious factors.
- Job title with area of specialization (required).
- Name of employer and address, e-mail, or fax number required (blind or box ads cannot be accepted).
- Description of position, responsibilities involved, permanent or temporary, tenure-track or not, etc.
- The minimum qualifications required.
- Salary range and period covered.
- Closing date for applications and the date the position will commence.
- An indication if interview expenses are not to be fully paid.
- List of documents that must accompany initial letter of application, e.g., vitae, names of references, etc.
- Name and address of person to whom application should be directed.

IMPLICATION OF PLACING OF AN ADVERTISEMENT

- Jobs exist as described.
- There is/are no prescribed candidate(s).
- Employer will acknowledge receipt of applicant’s material.
- It is recommended that advertisers inform an applicant when (s)he is eliminated from consideration or when the position is filled.

IMPLICATIONATION OF RESPONDING TO AN ADVERTISEMENT

- Training experience and interests are accurately represented by letter of application and supporting material and are consonant with those specified in the advertisement.
- Applicant should notify prospective employer if (s)he no longer wishes to be considered for the position.
SAMPLE POSITION OPENING AD

ASSOCIATE PROFESSOR: Statesville University, Central City Campus, Department of Psychology. Permanent tenure-track teaching and research position in an APA-accredited program. Minimum qualifications include: doctorate in psychology, five years’ teaching and research experience in (1) cognitive psychology, especially middle-to-late years’ human memory processes, or (2) animal models of aging. Responsibilities include: teaching 12 credit hours per year, maintaining vigorous research program, supervising student dissertation research. Nine-month salary range is $00,000-$00,000 dependent upon qualifications. Position commences September 1, 2020. Applications must be received before April 4, 2020. Out-of-state interviewees will be expected to cover one-half of their travel expenses for the initial interview. Submit a letter of application, vitae, names and addresses of four references, and two recent publications from refereed journals to: J. A. Doc, Chairperson, Search Committee, Psychology Dept., Statesville University, Central Campus, Any State, U.S., jadoc@statesvilleu.edu. An Equal Opportunity/Affirmative Action/ADA Employer.