

# ADVERTISING – EXTERNAL POSTINGS

## Requirements for External Advertisements

1. **Required language:** *“UTHealth Houston is committed to providing equal opportunity in all employment-related activities without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender identity or expression, veteran status or any other basis prohibited by law or university policy. Reasonable accommodation, based on disability or religious observances, will be considered in accordance with applicable law and UTHealth Houston policy. The University maintains affirmative action programs with respect to women, minorities, individuals with disabilities, and eligible veterans in accordance with applicable law.”*

### **Where space/character limitations apply, minimum language required:**

*“Equal Opportunity Employer/Disability/Veteran.”*

2. All external advertisements must direct potential applicants to apply through UTHealth’s career webpage at <https://www.uth.edu/careers>
3. Applicants must be informed that only applications received through the online system will be considered.
4. Faculty positions should be posted externally for a minimum of thirty (30) calendar days, once it is visible on our career website