
Type:	C – Institutional	Last Approved: Apr. 18, 1991
Executive Responsibility:	Vice-President Administration & Finance	Next Review: Jan., 2013
Administrative Responsibility:	Manager, Human Resources	Procedure: 43.11.001

STATEMENT:

Vacant unionized regular positions will be posted as contractually specified and on the Vancouver Island University website. Where appropriate, positions are also advertised in other external venues by the Director of Communications and Public Relations.

Vacant regular administrative positions will be posted internally and advertised externally on the Vancouver Island University website. Other external advertising venues may be approved by the Director of Communications and Public Relations.

External advertising, other than the website, for recruitment of a senior administrator may be waived by the President or University Board, and by the appropriate Vice-President. For the purposes of this policy the Vancouver Island University website is considered an internal and external source of advertising.

The appropriate Administrator, in consultation with Manager of Human Resources and Director of Communications and Public Relations, will determine the extent of advertising coverage.

Related Policies and Procedures:

- [Policy 22.03](#) – Advertising
- [Policy 43.07](#) – Interview Privileges for Existing Employees
- [Policy 43.09](#) – Applications for Employment

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