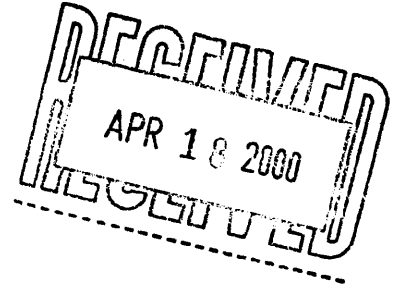




Office of Human Resources

Archer House
2130 Neil Avenue
Columbus, OH 43210-1156



MEMORANDUM

TO: Vice Presidents, Deans, and Chairpersons

FROM: Larry Lewellen, Associate Vice President for Human Resources
Larry M. Lewellen

DATE: April 13, 2000

SUBJECT: Recruitment Advertisements

As an equal opportunity and affirmative action employer, it is required that all recruitment advertisements for university positions are in compliance with state and federal regulations. From time to time the wording of the tagline changes based on changes in regulations. The current official university tagline is published each week as part of the university personnel postings, and can be used as a reference.

The following statement is the approved tag line that should be used in all recruitment advertisements:

The Ohio State University is an Equal Opportunity/Affirmative Action employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

“Veterans” includes Vietnam era, disabled, and all other veterans who participated in a war, campaign, or expedition, and were awarded a campaign badge for that period of service.

The Office of Human Resources is available to provide assistance at the following phone numbers:

Employment Services	292-9380
Affirmative Action	292-4164

c: William E. Kirwan
Human Resources Council