

**Society of American Archivists
Council Meeting
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Chicago, Illinois**

**Job Postings in SAA Media
(Prepared by Nancy Beaumont)**

BACKGROUND

At its June 2012 meeting the SAA Council discussed the fact that there is an inconsistency in policies/procedures regarding job postings in various SAA media:

- The Archives & Archivists List *Terms of Participation* does not preclude job postings.
- The information for Employers (Products and Rates) on SAA's Online Career Center includes the following language: "All job ads posted on this job board also appear on such leading job aggregator sites as SimplyHired.com and Indeed.com and are redistributed by SAA staff to our members via LinkedIn, Twitter, Facebook, the Archives & Archivists Email Discussion List, and SAA's bi-weekly member e-newsletter, *In the Loop*."
- However, SAA Sections and Roundtables are specifically prohibited from including announcements of employment opportunities (Governance Manual Sections IX. and X., Communications, C.):

C. Announcements of employment opportunities shall appear only in SAA's Online Career Center, not in any [Section/Roundtable] publication or electronic communication. In this way the Society is able to fulfill its legal and fiscal responsibilities to 1) review and, if necessary, edit or refuse announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments; and 2) provide the services contracted for by the institutions and organizations that place ads and announcements in SAA publications.

The current limitation on Sections and Roundtables publishing announcements of employment opportunities apparently dates to a June 1989 Council action to adopt guidelines crafted by the Council Committee on Sections and Roundtables. In June 2010 the Council adopted edits in the *Uniform Guidelines for SAA Websites and Online Communications* that included a minor change to acknowledge creation of the Online Career Center and discontinuation of employment ads in the SAA newsletter. This change was made throughout the Governance Manual.

DISCUSSION

The prohibition on Sections and Roundtables announcing employment opportunities via their print or electronic media apparently dates to 1989. Presumably the two reasons for the prohibition were that 1) only the SAA office was in a position to screen for discriminatory language and 2) the existence of employment announcements in other media could have a negative financial impact on SAA publications. Both legal and fiscal concerns are legitimate in a business environment, but today they seem perhaps overly cautious. Seldom is it possible to determine from job postings if employers are in compliance with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

Given the very tough employment environment for members and the fact that employment announcements may and do appear in a variety of SAA and other media, the recommendation below is that the Governance Manual be revised to permit (by not explicitly prohibiting) Sections and Roundtables to include employment announcements in their print and/or electronic media.

This recommendation presumes that Sections and Roundtables will allow members and list participants to announce, or pass along announcements of, employment opportunities free of charge. Should a Section or Roundtable consider charging for employment announcements (as does, for example, SAA's online job board), that consideration would be subject to the following policy described in the Governance Manual, Sections IX. Sections and X. Roundtables, Funding for [Section/Roundtable] Activities, E.:

If a [Section/Roundtable] wishes to seek resources (in cash or in kind) from any source outside of SAA, Executive Committee approval must be obtained in every instance before approaching the source. Proposals should be routed through the [Section's/Roundtable's] Council liaison with sufficient time for consideration by the Executive Committee, which will respond within 30 days.

RECOMMENDATION

THAT the Governance Manual, Sections IX. Sections and X. Roundtables, be revised to remove the restriction that Sections and Roundtables may not announce employment opportunities in their publications or electronic communications, per the following:

Section IX. Sections

VIII. COMMUNICATIONS

A. Section leaders will provide to the SAA staff, and update as necessary, broad information on the goals, leadership, and activities of the Section for display on the main SAA website. This information should be reviewed annually and used to orient incoming Section leaders.

B. Section websites, e-mail discussion lists, document workspaces, and online social networks will conform to *Uniform Guidelines for SAA Websites and Online Communications*.

~~C. Announcements of employment opportunities shall appear only in SAA's Online Career Center, not in any Section publication or electronic communication. In this way the Society is able to fulfill~~

~~its legal and fiscal responsibilities to 1) review and, if necessary, edit or refuse announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments; and 2) provide the services contracted for by the institutions and organizations that place ads and announcements in SAA publications.~~

~~D. C. The SAA office will contact Section leaders, in time for publication in the Annual Meeting program, to request information on plans for the Section meeting at the Annual Meeting.~~

Section X. Roundtables

VIII. COMMUNICATIONS

A. Roundtable leaders will provide to the SAA staff, and update as necessary, broad information on the goals, leadership, and activities of the Roundtable for display on the main SAA website. This information should be reviewed annually and used to orient incoming Roundtable leaders.

B. Roundtable websites, e-mail discussion lists, document workspaces, and online social networks will conform to *Uniform Guidelines for SAA Websites and Online Communications*.

~~C. Announcements of employment opportunities shall appear only in SAA's Online Career Center, not in any Roundtable publication or electronic communication. In this way the Society is able to fulfill its legal and fiscal responsibilities to 1) review and, if necessary, edit or refuse announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments; and 2) provide the services contracted for by the institutions and organizations that place ads and announcements in SAA publications.~~

~~D. C. The SAA office will contact Roundtable leaders, in time for publication in the Annual Meeting program, to request information on plans for the Roundtable meeting at the Annual Meeting.~~

Support Statement: Given the current employment environment, it is important that SAA provide announcements of employment opportunities via every means possible. Seldom is it possible to determine from job postings if employers are in compliance with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments. SAA encourages Section and Roundtable leaders to exercise their best judgment in including employment announcements in their print and online media.

Impact on Strategic Priorities: None.

Fiscal Impact: Although it is possible that posting of employment announcements in additional free media may have a negative impact on paid job postings on SAA's Online Career Center, this appears to be a risk worth taking in the interest of assisting members to find employment.