

Tip: Recruiting International Faculty

The information provided below is intended to assist in the recruitment of international faculty. This information includes requirements from the U.S. Department of Labor, UNLV resources, suggested language, and options for posting the job announcement.

Job Announcement

US Department of Labor Requirements:

- Job Title (e.g., “Assistant Professor,” “Associate Professor” or “Assistant, Associate, or Full Professor, depending upon qualifications”)
- Job Duties
 - Should include the word “teaching;” requiring “teaching” as a job duty allows the employer to select the most qualified applicant from a national recruitment effort, as opposed to a minimally qualified US worker.
- Job Requirements
 - Should establish what the minimal requirements are; e.g., “Master’s”, “PhD” or “ABD” or “advancement to candidacy,” as well as the appropriate field/related fields the degree should be in. Any “must have” statement, e.g., “must be board-certified in...” becomes grounds for denial of the labor certification if the candidate does not have that requirement at the time of SELECTION.
 - Required items should be quantified (e.g., “two years of experience in...” rather than “experience in...”)

Electronic job posting:

US Department of Labor (DOL) ruling allows employers to use electronic postings in the place of print ads, IF certain conditions are met:

- The electronic posting must be in a national professional journal that is directly related to the field for which the job is advertised. A jobs-only website that is not easily understood to be a national professional journal online is grounds for denial.
- The electronic posting must indicate the three requirements listed above: Job Title, Job Duties, and Minimum Job Requirements at the INITIAL URL. If the ad redirects to another URL without indicating these minimum items, such redirection would be grounds for denial.
- DOL must have print evidence of the 30-day posting requirement—ideally, DOL should have a print-out from the first and thirtieth (or later) days of the posting. Barring this, DOL should have, in addition to a copy of the posted ad, an invoice that unequivocally confirms that the ad was posted on the website for at least 30 days.

Example Language for Recruiting International Faculty

- “The ideal candidate will possess the following: national/international recognition as a scholar with credentials commensurate with a tenured faculty appointment at the rank of ...; demonstrated administrative experience; a collegial, consultative and collaborative orientation; the ability to recruit and retain an outstanding faculty; proven commitment to enhancing diversity, equity and inclusion; a global perspective; a commitment to innovation and translation of research to a wide range of audiences; the ability to champion public health education, research, service and practice within a preeminent research institution and among a diverse range of

external constituencies; and the ability to engage with donors, alumni, policy makers and the community at large in representing the school.”¹

- “Academic departments play a major role in bringing international faculty and researchers to Columbia. We acknowledge and appreciate the work you do in collaborating with us in getting members of this extraordinary talent pool to the university.”²
- “As Harvard University engages in the issues of an increasingly globalized society, we recognize the important ongoing work that remains to be done to advance the scholarship of faculty who bring diverse perspectives to the academy. While we have made some progress in attracting a much broader talent pool that reflects the diversity of our students, we need to continue to broaden our understanding of how we recruit and retain the best faculty. We must also leverage institutional resources to ensure that we provide faculty with the necessary tools to thrive in a highly complex and decentralized environment.”³

Suggested Outlets for Posting International Job Announcements

- Chronicle of Higher Education
- Academiccareers.com
- Careercast.com
- Diversity Abroad Network
- Higher Ed Jobs

UNLV International Students and Scholars Office

Please consult the UNLV International Students and Scholars Office for incoming scholars assistance, including information on immigration policies and procedures:

International Scholars (J-1, H-1B, TN, PR)
Office Location: Student Services Complex, Building A, Room 201
Office Hours: Monday-Friday, 9a.m. - 5p.m. (PST)
Phone: 702-895-0218
Fax: 702-895-4661
Email: scholar@unlv.edu

¹ University of Michigan

² Columbia University

³ Harvard University