QUICK GUIDE TO RECRUITING RESEARCHERS FROM A GLOBAL TALENT POOL
PROFESSIONAL/CLINICAL TRACK FACULTY

I. Plan Budget
   - Contact Jean Saunders-Blanks (HR-OIS) for USDOL prevailing wage benchmark data applicable to the discipline and physical worksites. If applicable, during proposal budget preparation contact Katie Davison (HR-Class/Comp) for review of salary ranges applicable to funding agency.

II. Review University Policies
   - EOP 1.00 (Equal Opportunity and Affirmation Action)
   - ACAF 1.00 (Recruitment and Appointment of... Professional-Track Faculty)
   - ACAF 1.06 (Academic Titles for Faculty...)

III. Prepare Position Summary
   - Summarize teaching duties and minimum requirements consistent with academic policy.
   - Share final draft with HR-OIS for review.

IV. Recruit and Select Candidate
   - Request posting on USCJobs.
   - Employers may not consider citizenship or immigration status in the recruitment and selection process, unless hiring is restricted to U.S. citizens by law, regulation, executive order, or government contract. If any finalists are non-U.S. citizens, avoid discussion of national origin/visa status; instead, refer them to OIS@sc.edu.

V. Hire and Onboard
   - If non-U.S. citizen is selected, share offer letter draft with HR-OIS before issuance.
   - If offer is accepted, HR-OIS develops immigration strategy per policy HR 1.25. Individuals eligible to participate in the USDOS Exchange Visitor Program will be referred to International Student and Scholar Support for J-1 visa sponsorship.
   - HR-OIS will assign onboarding tasks at the appropriate time.