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

I. Plan Budget

- Request benchmark salary data from OIS specific to instructional discipline and worksites.

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 policy. For example:
  - Instructor: “Master's degree in [field/s] by the start date of employment with potential for excellence in teaching [specialty area/s].”
  - Clinical Professor: “PhD degree in [field/s] with expertise in [specialty area/s] and at least at least nine years of relevant experience in [academic or industry role] by the start date of employment.”
- Share draft with OIS for review prior to submission of posting to USCJobs.

IV. Recruit and Select Candidate

- Request posting on USCJobs.
- If any finalists are non-U.S. citizens, avoid discussion of national origin/visa status; instead, refer them to OIS with OIS Invitation to Non-U.S. Citizen Applicant [PDF]. Employer 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.

V. Hire and Onboard

- If non-U.S. citizen is selected candidate, contact OIS and share offer letter draft before issuance.
- OIS will prepare immigration strategy/casework per policy HR 1.25 (Appointments for Non-U.S. Citizens) and assign onboarding to PeopleAdmin hiring proposal at the appropriate time.