



Division of International Student and Scholar Support
International Student Services
Immigration Services

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

Plan Budget

- Determine USDOL prevailing wage data applicable to the discipline and physical worksites. If grant-funded, during [proposal budget preparation](#) contact [Katie Davison](#) (HR-Class/Comp) for review of salary ranges applicable to funding agency.

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...)

Prepare Position Summary

- Must require at least a bachelor's degree in required specialized field(s).
- Summarize duties and minimum qualifications consistent with academic policy.
- **Avoid** “preferred” / “ideal” qualifications (equivalent to “required” for USDOL prevailing wage rate).
- **Quantify** minimum “experience” (paid work). **Specify** “expertise” (knowledge/skills/abilities).
- Examples:
 - “...PhD in [discipline] or closely related field, at least 12 months of full-time experience as instructor of record, and expertise in [specialty] by appointment start date.”
 - “...Master’s degree in [discipline], at least 9 months of part-time experience as a graduate teaching assistant, and expertise in [specialty] by appointment start date.”

Recruit and Select

- Request posting on USCJobs. **If any applicants indicate they are non-U.S. citizens (regardless of “sponsorship” need response), avoid discussion of national origin/U.S. visa status;** instead, refer them to ISSS-[Immigration Services](#) for consultation.
- **Employers are not permitted to discuss or consider [citizenship or immigration status](#)** unless eligibility qualifications are restricted (e.g., to U.S. citizens or U.S. permanent residents only) by law, regulation, executive order, or government contract.
- RPG or grant-funded faculty appointments are not eligible for lawful permanent resident sponsorship by USC.

Offer and Onboard

- If unit selects non-U.S. citizen, share offer letter with ISSS.
- ISSS develops immigration strategy per policy [HR 1.25](#).
- [HR-OIS](#) will facilitate onboarding process at the appropriate time.

*Recruiting from a global talent pool is a USC requirement, not a governmental/regulatory requirement.
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