International Recruitment Procedures for Teaching Positions

Revised: October 2011

The recruitment standards for university and college teaching faculty are less stringent than those for other types of positions. However, in order to qualify for this “special handling”, the position must involve some actual classroom teaching, there must have been at least one advertisement in a national professional journal, and the Labor Certification must be filed within 18 months of the applicant having been selected. As of August 31, 2011, universities may choose between using a print ad or an electronic ad in a college or university teacher recruitment that will ultimately support an application for permanent residency.

Both print and electronic ads must meet the DOL regulatory requirements:

- Ads must state the 1) title, 2) duties, and 3) requirements for the position. An ad that does not include this information but directs someone to a full web posting (“pointer ads”) is not sufficient.

- The ad must be in a website or publication that is national in scope. Websites or publications that only list job opportunities in a specific region probably do not qualify to satisfy the PERM requirements.

- The publication or website must be that of a professional journal, meaning that the journal which publishes the ad must regularly offer articles with scholarly or professional content in addition to job listings in at least one of its formats.

- Seriously consider running your electronic or print ad in the Chronicle of Higher Education (the “Chronicle”). The Chronicle is the only publication that DOL has consistently interpreted to meet the requirement that it be a “national professional journal,” rejecting such publications as the Journal of the Modern Language Association as not being a “national professional journal,” within the meaning of its regulations.

- The header and footer information from the Vacancy Announcement should be inserted into the online posting (if there is no word limit). If there is a word limit, “EO/AA Employer” and “Employment contingent upon passing a criminal background check” should be used and inserted into the online posting.

Electronic ads are significantly less expensive and may be used in lieu of the print advertisement. Electronic ads are also subject to the following two requirements, which do not apply to print ads.

- Electronic advertisements must be posted for a minimum of 30 calendar days.

- The start and end dates of the electronic advertisement must be documented. The gold standard of evidence for this requirement would be computer printouts of the advertisement from a web browser showing the URL and the date. Those printouts would ideally be made on both the day the ad was posted and the day the ad was taken down. There may be other types
of acceptable evidence if this is infeasible. For print ads, tear sheets are still the preferred method of proof to demonstrate that the ad was actually run.

In addition,

- All applications must be reviewed in accordance with normal faculty search procedures and the best qualified candidate must be selected.

- Post-recruitment postings must be conducted between 30-180 days prior to filing the ETA-9089 (Human Resources will be in contact with the hiring department to ensure postings are conducted).