GUIDANCE ON FACULTY HIRING

We are providing this memorandum regarding the competitive selection and recruitment process for faculty at Stevens Institute of Technology, as faculty hired pursuant to a certain process may be eligible for an expedited path towards Permanent Residency. This path is called the “Special Handling” Labor Certification.

The below procedures are consistent with the current Special Handling regulations and guidance. If these procedures are not followed, the university will be required to conduct a second recruitment effort in order to pursue permanent residence for a foreign national faculty member, thereby resulting in delays and additional expenses. Therefore, the procedures outlined below should be followed with all faculty hiring. Faculty recruiting must be compliant with the following procedures:

Advertising:

1) Is this position involving actual classroom teaching duties? (If “yes”, please proceed with checklist. If “no”, conduct recruitment in accordance with the university and department’s normal procedures.)

2) ALL ADVERTISEMENTS, regardless of type, should contain the following:
   a. Job title (e.g. “Assistant Professor of Economics”)
   b. Duties (e.g. “Primary responsibilities include undergraduate teaching in economics. In addition to economics courses with the special focus, the successful candidate will also teach introductory microeconomics and/ or macroeconomics courses.”)
   c. Requirements (e.g. PhD in Economics)
      i. In many cases, the degree requirement is all that is necessary. However, if you choose to list any additional requirements, they should be as objective and quantifiable as possible.

3) An advertisement for the job opportunity should be placed in a national professional journal. A copy must be retained, which clearly shows the name and the date(s) of publication; and which states the job title, duties, and requirements. The Department of Labor routinely accepts online advertisements placed in the Chronicle of Higher Education.
   a. Will the advertisement be in print? (If yes, the advertisement must appear in one monthly edition of the journal. See instructions above)
   b. Will the advertisement be posted online?
      i. Great care should be taken where opting to place only an online advertisement in lieu of a posting in a nationally-circulated print journal. The advertisement must run for a period of 30 days and must be on a website associated with a nationally-circulated journal. Further, the posting must be available to the public free of charge and without a required membership. Online advertising alone has only recently become acceptable and may be subject to further scrutiny. If the department does not wish to advertise in print, please forward the website information and proposed advertisement to Doris Clausen (dclausen@stevens.edu) for review by Klasko, Rulon, Stock & Seltzer.
ii. Documentation of the placement of an advertisement in an electronic or web-based national professional journal must include evidence of the start and end dates of the advertisement placement and the text of the advertisement. At a minimum, pages from the first and last day of the posting should be printed and retained.

4) **Evidence of any and all other recruitment sources utilized** (e.g. insidehighered.com; http://www.stevens.edu/hr/employment.shtml; monster.com; Listserves; etc.) Copies of such advertisements should also clearly show the names and date(s) of the recruitment source and contain the job title, duties, and requirements.

**Recruitment and Selection:**

1) A list the members of the search committee (names and titles) must be kept.

2) A complete list of the names of each applicant for the position must be kept along with a copy of each C.V., cover letter, applications, etc.
   
   a. Please keep detailed records of the names and qualifications of applicants that were interviewed by phone as well as the criteria used for interview selection (for example: universities attended/degrees obtained? Prior teaching experience?).

   b. Please do the same for any applicants called in for an in-person interview.

3) **Please keep detailed notes regarding the final process to determine that the applicant ultimately chosen was the best qualified candidate for the position.** (Please detail considerations and specifically outline why the applicant ultimately chosen was determined to be the best qualified compared to other applicants, especially those called for interviews.

4) Once an applicant is **ultimately identified, offered the position, and he/she accepts**, please retain a copy of the offer letter. In order to utilize the recruitment process outlined above and not be required to repost and “reselect”, the PERM application must be filed within 18 months of selection.

We have also attached a Special Handling Recruitment and Selection Process Worksheet. It is best practice to collect this sort of information for all competitive selection processes in the event that a foreign national is ultimately selected as the most qualified applicant and offered the position.
SPECIAL HANDLING RECRUITMENT & SELECTION PROCESS

Labor Certification Applicant:
Position/Title:

Summary of Recruitment and Selection

1. Please list the members of the search committee.

2. How many candidates applied in response to the advertisements for the position of _____?

3. How many applicants did you select for a telephone interview?
   
   A. Please provide the names and qualifications of applicants that were interviewed as well as the criteria used for interview selection (for example: universities attended/degrees obtained? Prior teaching experience?). Attach additional sheet, if necessary.

4. How many applicants were called-in for an in-person interview?

5. Please describe the final process to determine that Dr. ____ was the best qualified candidate for the position of _______. (Please detail considerations and specifically outline why ____ was determined to be the best qualified compared to other applicants, especially those called for interviews.)

PLEASE SIGN BELOW. IF AN APPLICANT WAS SELECTED FOR AN INTERVIEW, PLEASE PROVIDE THE DATE AND TIME THE INTERVIEW TOOK PLACE.

____________________  ____________  ____________
Signature                  Date                  Time

*******PLEASE ATTACH APPLICANT’S RESUME TO QUESTIONNAIRE*******