All tenured and tenure-track recruitments may result in the selection of a Foreign National as the final candidate. For tenure-track positions where teaching is a core component, the University may seek to support a pathway to permanent residency, based on the Department of Labor’s PERM certification process, using the “special recruitment and documentation procedures for college and university teachers”. Therefore, please follow the procedures below to give the University as many options as possible, should the successful candidate be a foreign national. To satisfy DOL requirements, attention should be paid to each of the following areas:

**Wording of Recruitment Announcement/Advertisement**
- Be as specific as possible in stating required skills, degree requirements, and acceptable major(s) without using “overly restrictive” language;
- Be specific in naming the level for which the job is offered (assistant, associate, full professor);
- State clearly whether or not there are classroom teaching duties;
- Any “preferred” skills will be considered “implicit requirements.”
- In addition, the job opportunity must be:
  - Located in the United States
  - Permanent-(tenure track and permanent researcher appointments are considered permanent)
  - Full-time
  - A bona fide job opportunity
  - In compliance with prevailing wage requirements

ISSO staff is available to assist in the preparation of advertisements. Contact: Maddy Baer at mbaer2@uncc.edu, x77744 or Tarek Elshayeb at telshaye@uncc.edu, x77859

**Recruitment/Advertisement Plan (AA-02)**
- At least one advertisement must be in a national professional journal. The gold standard is the Chronicle of Higher Education. Alternatively, if selecting a publication targeted toward specific disciplines, please consult appropriate resources, such as J. Murrey Atkins Library’s subject librarians, to ensure you are selecting a nationally recognized journal;
- Additional recruitment is welcome and should be consistent with UNCC recruitment guidelines but must also be documented;
- Documentation of ALL recruitment must be kept in the following manner:
  - PRINT ADS- keep the original tear sheet from the journal that shows the full text of the advertisement, the date of the publication, the name of the publication
  - ELECTRONIC ADS- a screen shot of the first and last day of the advertisement. Any electronic advertisements must remain posted for a minimum of 30 days.

**Justification of Selection of Candidate (AA-05)**
- Clear language stating how the selected candidate:
  - Meets the requirements of the advertised requirements, and;
  - Is “more qualified” than any of the U.S. workers who applied for the job opportunity.
- Maintain a special report on competitive recruitment (AA-04).

**Formal Offer to Selected Candidate**
- There must be a dated, written offer letter from the individual authorized by the University to extend the offer.
  - Emails and phone calls extending an offer are not sufficient for DOL requirements.
  - There must be documentation that the offer has been accepted.

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1 20 CFR §656.18
2 [BALCA en banc, 2010-PER-00038 (April 18, 2011)]
3 (20 CFR §656.18)