



Division of Human Resources
Office of International Services

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

I. Plan Budget

- Request from HR-OIS benchmark salary data 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 HR-OIS for review prior to submission of posting to USCJobs.

IV. Recruit and Select Candidate

- Request posting on USCJobs.
- Employers 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. **If any finalists are non-U.S. citizens, avoid discussion of national origin/visa status;** instead, refer them to OIS@sc.edu.

V. Hire and Onboard

- If non-U.S. citizen is selected, share offer letter draft with HR-OIS before issuance.
- If offer is accepted, HR-OIS develops immigration strategy per policy [HR 1.25](#). Individuals eligible to participate in the USDOS Exchange Visitor Program will be referred to [International Student and Scholar Support](#) for J-1 visa sponsorship.
- HR-OIS will assign [onboarding](#) tasks at the appropriate time.