



Division of Human Resources  
Office for International Scholars

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

### I. Plan Budget

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

### IV. Recruit and Select Candidate

- Request posting on USCJobs.
- **If any finalists are non-U.S. citizens, avoid discussion of national origin/visa status;** instead, refer them to OIS with [OIS Invitation to Non-U.S. Citizen Applicant](#) [PDF]. Employer 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.

### V. Hire and Onboard

- If non-U.S. citizen is selected candidate, contact OIS and share offer letter draft before issuance.
- OIS will prepare immigration strategy/casework per policy [HR 1.25](#) (Appointments for Non-U.S. Citizens) and assign [onboarding](#) to PeopleAdmin hiring proposal at the appropriate time.