

Memorandum

TO: Deans, Department Heads and Directors

FROM: Evelyn Jacobson
Associate Vice Chancellor

DATE: November 18, 2005

RE: Position Advertisements

Peter Levitov, Associate Dean of International Affairs and Special Assistant General Counsel for Immigration Law, has asked that we remind you of requirements for advertisements that might result in the appointment of a foreign national to a tenure-track faculty position.

In order for the University to apply for a labor certification, which is the first step in the process of obtaining permanent resident status,

1. there must have been at least one print advertisement in a professional publication of national circulation (i.e. not only on-line advertising), and
2. the advertisement must have been specific in terms of the qualifications for the position. It need not state more than the following:

“A Ph.D. in _____ is required” OR “A Ph.D. in _____ with a specialization in _____ is required” OR “A Ph.D. in _____ and _____ years of post-doctoral experience are required.”

It may, however, not be vague as to the field, i.e. it should NOT say simply: “Ph.D. required” OR “Ph.D. in appropriate discipline is required.”

If the advertisements do not follow the guidelines in 2 above, the University will have to petition the immigration office to have the individual classified as “an outstanding professor or researcher.” This requires a high standard of scholarly achievement that must be independently verified. It is rarely attained by a faculty member at the start of an academic career. Not following the guidelines may, therefore, make it more difficult, or even impossible, to retain the faculty member.