

Teaching positions

For teaching positions in institutions of higher education – this is not restricted to teaching faculty only – the U.S. Department of Labor permits the employer to substitute its own, good faith, competitive recruitment for the prescribed process for non-teaching positions. However, there are some specific requirements imposed by the Department of Labor:

The Labor Certification must be filed within 18 months of the issuance of the job offer (not the start date), as indicated by the date on the *initial* offer letter. If this timeline cannot be met, or if the recruitment that was done does not meet the requirements listed below, the department must conduct a “re-recruitment.” The re-recruitment is intended to be a blind test of the labor market. The requirements for the initial recruitment and the re-recruitment are identical.

Requirements for the (new) recruitment are:

- **An ad must be placed either in print OR online with a *national professional journal*.**
 - Online ads must be posted for *at least 30* calendar days. Online ads must include the same information as paper ads (see below)
 - pointer ads are generally **not** acceptable
 - online ads must be placed on a national professional website. Ads placed on job boards associated with professional associations are generally not acceptable, unless the job board is part of the journal website.
 - The Department of Labor accepts ads placed in the paper version of *The Chronicle of Higher Education* for this purpose or you may use a national professional journal specific to your field.
 - The ad must include the
 - job title;
 - duties (teaching duties should be mentioned specifically and clearly);
 - minimum requirements; and
 - all language required by the relevant SPGs, e.g. "An Affirmative Action – Equal Opportunity Employer" (see <https://spg.umich.edu/policy/201.84> ^[1])
 - Before placing the ad, please inform the specialist supervising the re-recruitment as to where the ad will be placed and the content. The hiring unit must make a copy of the ad when it is published or, in the case of electronic ads, print a screen shot on the first and last day the ad is run. You may also submit receipts from the journal listing the posting dates.
- **Resumes must be reviewed and evaluated in good faith to determine the qualifications of the applicants.**
 - If the current employee is once again shown to be the most qualified for the position, document reasons why the other candidates are not as qualified.

- Once the recruitment is completed and you, in good faith, can say that your candidate is the most qualified for the position, issue or re-issue a letter of offer.
- **Submit all documentation to the Immigration Specialist filing your case.** Documents include:
 - ad with proof of posting dates;
 - offer letter and acceptance;
 - resumes of applicants;
 - document outlining recruitment procedures with reasons why selected applicant was the most qualified and why each of the other applicants was not as qualified.

Once FSIS receives a green card request for a position, there are several additional steps, which are initiated by FSIS:

- 15 day posting within the Department
- Request for Prevailing Wage Determination
- Filing of Labor Certification

Source URL: <https://internationalcenter.umich.edu/fsis/teaching-positions>

Links

[1] <https://spg.umich.edu/policy/201.84>