POSITION ADVERTISEMENT GUIDELINES
FOR TENURE-TRACK FACULTY POSITIONS

The International Center would like to offer guidelines regarding the recruitment for tenure-track faculty positions. Often, a candidate who is not a U.S. citizen or permanent resident is selected for a tenure-track position. The center will provide guidance for the process of filing a nonimmigrant H-1B visa.

There are special requirements for the recruitment and selection of a candidate in order to file a permanent residency application. The following guidelines must be met in order for an H-1B nonimmigrant worked to eventually file a permanent residence application (EB-2) with a labor certification. Please note that there are other pathways, including employment-based applications, that an individual in a nonimmigrant category could pursue in order to obtain permanent residence.

ADVERTISING COMPONENTS

1. Electronic or print ad
   Advertise in print in one national professional journal or place an advertisement in an electronic or web-based national professional journal for 30 days. If you use more than one media, every ad must contain the same minimum requirements.

2. Title of position
   Specify the rank for the position.

3. Duties
   List the duties and make sure to include teaching.

4. Requirements
   Include minimum requirements and do not include preferred requirements.

5. Degree requirements
   Include the degree required for the position and the major(s) for the degree; if you will accept ABD, you must state “Ph.D. by start of employment.”

6. Application process
   State the method of application.

7. Location of position
   List the location of the position.

8. Human resources language
   Include the language required by Human Resource Services regarding the application process.

1. ELECTRONIC OR PRINT AD. Provide one of the following:
   - A copy of at least one print advertisement for the job placed in a national professional journal, giving the name and the date(s) of publication. Examples of hard copy journals include the Chronicle of Higher Education or specialized journals in your field.
   - Documentation of an advertisement placed in an electronic or web-based national professional journal provided the advertisement meets the following conditions: contains the same information listed above for print advertisement and is posted for at least 30 calendar days on the journal’s website. Documentation of the ad placement in an electronic or web-based journal must include evidence of the start and end dates and the full text of the advertisement.
     - MU has a contract with Inside Higher Ed and all MU faculty positions are posted on their website (insidehighered.com) for 30 days.
     - If you advertise the position through multiple venues (email lists, national professional associations, national journals), please make all ad consistent. All ads must contain the same job description and minimum requirements.
     - The Department of Labor has certified labor certifications with ads posted on major professional association websites as long as the site is not purely a career site (e.g., jobs for philosophers vs. mathjobs.org).
     - If you have questions about whether a certain site qualifies as an electronic or web-based professional journal, please contact the International Center.
2. **TITLE OF POSITION.** State the rank of the position in the advertisement. If you would like to advertise more than one position in the same ad, state “one or more positions.” For a range of titles, state “assistant or associate professor position depending on qualifications.”

3. **DUTIES.** Include the description of the duties and make sure to include teaching (e.g., teaching, research and service).

4. **MINIMUM REQUIREMENTS.** Describe the minimum requirements for the position. Do not include preferred qualifications, as they would then become required for the purposes of an employment-based permanent residency application. Use phrases such as “candidates will be evaluated on demonstrated ability or knowledge of” rather than “experience in,” as the experience would have to be quantified and will require proof that the successful candidate met this requirement.

5. **DEGREE REQUIREMENTS.** If you are willing to consider candidates who are ABD and do not have their Ph.D. at the time of recruitment, include language such as “candidates must have earned Ph.D. in [required field(s)] by the start date of employment.” Avoid says “Ph.D. required” if you would make an offer to a candidate who does not have a Ph.D. at the time of selection. Also, clearly state the discipline(s) required for the position (e.g., “Ph.D. in political science or closely related field” or “Ph.D. in molecular biology, biochemistry or related field”).

6. **APPLICATION PROCESS.** Clearly state the method of application and the required documents (e.g., résumé, recommendation letters, etc.).

7. **LOCATION OF POSITION.** Indicate the physical location of the position if it is not clear from the title or the rest of the ad.

8. **HUMAN RESOURCES LANGUAGE.** Check with Human Resource Services, but the text currently to be included is: “An equal opportunity/access/affirmative action/pro-disabled and veteran employer.”