



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

- Contact [Jean Saunders-Blanks](#) (HR-OIS) for USDOL prevailing wage benchmark data applicable to the discipline and physical worksites. If applicable, during [proposal budget preparation](#) contact [Katie Davison](#) (HR-Class/Comp) for review of salary ranges applicable to funding agency.

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 academic policy.
- Share final draft with HR-OIS for review.

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.

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