Position Advertisement Guidelines for Tenure-Track Teaching Positions

Why is this useful? These guidelines make the path to permanent residence simpler for some teaching faculty who need long-term work authorization in the United States.

Where do these criteria come from? The U.S. Department of Labor (DOL) requires specific advertisement language in order for OSU to be eligible to file a Special Handling Labor Certification (SHLC) request, which is the first step in a three-part process culminating in permanent residence (aka a green card) for faculty who have classroom teaching duties.

What happens if our advertisement does not meet DOL criteria? We pursue other paths to permanent residence, some of which are more laborious for the faculty member.

Who do I contact with questions? Email OIS.scholar@oregonstate.edu

Example Ad

The Department of _____ at Oregon State University in Corvallis, Oregon invites applications for a full-time (nine-month) tenure track Assistant, Associate, or Full professor starting on September 16, 2018. Duties include teaching undergraduate and graduate classes, developing an externally-funded research program, and providing service to the Department, College, and University. Requirements include a PhD by the start of employment in X, Y, Z, or a closely related discipline and the ability to contribute to teaching excellence. Preference will be given to candidates with a demonstrable commitment to promoting and enhancing diversity. To apply, submit letter of interest and curriculum vitae to https://jobs.oregonstate.edu/, posting #P000000 by December 15, 2017.

See next page for U.S. Department of Labor Criteria Checklist
DOL Criteria Checklist

☐ Advertise in a National Journal with either a web-based or a print ad
  o Web ad: advertise in an online professional journal with a national circulation for a minimum of 30 days, collect documentation that shows the ad ran for 30 days
  o Print Ad: place an advertisement in the print version of a professional journal with a national circulation, keep a copy of the ad as it appeared in the journal

☐ Position Title: rank must be stated. E.g.: Appointment is anticipated at the Assistant Professor level, but candidates with exceptional qualifications may be considered for appointment as Associate Professor or Professor

☐ Duties: briefly outlined and include the word “teaching”

☐ FTE: Note that the position is full-time. A 9-month appointment at 1.0 FTE is considered full-time for teaching faculty. Important: if the position is advertised as a 12-month appointment at 0.75 FTE, we will not be able to use the recruitment for Special Handling Labor Certification.

☐ Minimum & Preferred Qualifications: ideally, the minimum qualifications will be objectively measurable. Preferred qualifications are best when prefaced with “demonstrated ability to...” or “knowledge of...” rather than “experience in...”

☐ Degree: explicitly list all disciplines acceptable for position. E.g.: PhD required in X, Y, Z, or a closely related discipline. If applicants will be considered who have not yet completed their PhDs, be sure to include PhD required by start of employment in X, Y, Z, or a closely related discipline

☐ To Apply: describe the application process, e.g.: Submit letter of interest and vitae to OSU jobs website (https://jobs.oregonstate.edu/), posting #P12123UF

☐ Location: indicate the name of the city where the work will be performed