

# Advertising Policy for Academic Instructional Positions

ACA-77



## About This Policy

Effective Date:

05-10-2014

Last Updated:

05-16-2016

Responsible University Office:

University Affirmative Action Office

Responsible University Administrator:

Executive Vice President for University Academic Affairs Vice President and General Counsel

Policy Contact:

Campus Affirmative Action Officer

## Related Information

\* [Permanent Residency Policy](#)

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## Scope

This policy applies to the hiring process for all instructional faculty that require recruitment. This does not include the hiring process for adjunct faculty.

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## Policy Statement

Academic positions involving classroom teaching, that would otherwise require recruitment, must include a print, electronic or web-based advertisement in a national professional journal with national circulation. In this context, “teaching” is defined as classroom teaching of regular university course listed in the Schedule of Classes, with the employee listed as an instructor of record.

The print, electronic or web-based advertisement in a national professional journal should include (at the minimum) the job title, the duties of the position, and the minimum requirements for the position. An abbreviated advertisement with a link to a description of duties and minimum requirements does not meet DOL requirements. The advertisement must specify the degree requirements, i.e., is a degree required to apply or will ABD candidates be considered. The advertisement should also include “or related” if consideration for hire would be made to a candidate who holds a degree in a related field. If electronic or web-based, the advertisement must be posted for at least 30 calendar days on the journal’s website. The Department must maintain

documentation of the placement of the advertisement in an electronic or web-based national professional journal, including evidence of the start and end dates of the advertisement placed and the text of the advertisement.

An appointment for a conversation or meeting with a visa specialist in the Office of International Services (OIS) should be arranged for all non U.S. Citizens or permanent residents who are being considered for an academic appointment. The meeting not only provides the candidate an opportunity to ask individually specific questions about the visa services provided by the University, but also alerts OIS and the hiring unit at an early stage to any potential visa problems, including possible late starting dates on appointments. If you have candidates who may need immigration sponsorship or have related questions, consider arranging an appointment with the Office of International Services, OIS@iu.edu. Indiana University provides extensive immigration services and support for its employees, which can be an incentive for recruiting highly qualified international faculty.

It is the policy of Indiana University that only individuals who are U.S. citizens or permanent residents may be granted tenure. Non-U.S. citizens who are not permanent residents, in tenure-track positions, may continue to progress in tenure probationary status, but may not be granted tenure until permanent residence in the U.S. has been obtained. When appointments to positions with tenure are offered to non-U.S. citizens who are not permanent residents, they will be temporarily appointed to tenure-probationary positions until permanent residence in the U.S. has been obtained at which time the appointment will be converted to a tenured position as originally offered.

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## Reason For Policy

If a search yielding an international candidate has not included the requisite print, electronic or web-based advertisement, the hiring department will be required to either re-open the position to conduct a new test of the labor market, or possibly postpone sponsorship of permanent residence until the faculty member can document three years of experience and is able to assemble extensive documentation attesting to his/her eligibility for Outstanding Professor/Researcher classification. Further information about University processes for sponsorship of permanent residence is available at: <http://ois.iu.edu/doc/permanent-residency-policy.pdf>.

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## Definitions

**National professional journal:** A journal that circulates nationally, not just in a local area or region, (e.g. The Chronicle of Higher Education). An electronic or online medium must also constitute a “national professional journal” and not just a compilation of job postings. A job website (e.g. monster.com) does not constitute a national professional journal. It must be a journal that contains articles as well as job listings.

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## History

This policy was drafted in 2014 and updated in May of 2016 to allow for electronic and web-based advertising.