



Division of Human Resources  
Office of International Services

## QUICK GUIDE TO RECRUITING RESEARCHERS FROM A GLOBAL TALENT POOL RESEARCH FACULTY

- I. **Plan Budget**
  - During [proposal budget preparation](#), contact [Katie Davison](#) (HR-Class/Comp) for review of positions/salary ranges and [OIS@sc.edu](mailto:OIS@sc.edu) for prevailing wage benchmark data applicable to discipline and all physical worksites.
- 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...) (**NOTE:** "...may not be used as a substitute for postdoctoral fellow.")
- III. **Prepare Position Summary**
  - **Summarize** position duties and minimum qualifications consistent with academic policy (e.g., "...[engaging] primarily in independent research... [serving] as PI or co-PI on externally funded research... [authoring] refereed publications..." and direct/indirect supervisory duties for research staff and/or student research assistants.
  - **Avoid** "preferred" / "ideal" qualifications (same as "required" for USDOL prevailing wage rate), **quantify** minimum "experience" (paid work) and **specify** "expertise" (Knowledge/Skills/Abilities).
  - **Example:** "...PhD in [discipline] or closely related field, at least 12 months of full-time postdoctoral research experience, and expertise in [KSAs] by start date."
- IV. **Recruit and Select**
  - Request posting on USCJobs. **If any applicants indicate they are non-U.S. citizens (regardless of "sponsorship" need response), avoid discussion of national origin/U.S. visa status;** instead, refer them to [OIS@sc.edu](mailto:OIS@sc.edu) for any immigration-related questions.
  - **Employers are not permitted to discuss or consider [citizenship or immigration status](#)** unless eligibility qualifications are restricted (e.g., to U.S. citizens or U.S. permanent residents only) by law, regulation, executive order, or government contract.
- V. **Offer and Onboard**
  - If unit selects non-U.S. citizen, share offer letter with HR-OIS.
  - HR-OIS develops immigration strategy per policy [HR 1.25](#). Positions/candidates compatible with the USDOS Exchange Visitor Program will be referred to Global Carolina-ISSS for "J-1 visa" support.
  - HR-OIS facilitates pre-hire / [onboarding](#) process at the appropriate time.

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