

Special Circumstances: Work Visas, Citizenship, Export / Import Control Considerations

Non-US Citizens in Applicant Pool

1. If applicants are from outside the US, they would have questions about work visas, travel, and any export/ import control. Having good information available early in the process would help address any questions asked by the candidates in a clear and consistent manner.
2. If applications are anticipated from persons living outside the US, clarify with the hiring manager about budget support for travel from outside the US for campus visits.
3. If it is anticipated that non-US citizens will be included in the applicant pool, gather information about visa processing requirements, regulations related to posting dates and job postings, and documentation retention requirements early in the search process from Patty Odom (podom@siue.edu). Below are a few guidelines to follow if you are considering/hiring an international candidate:
 - a. SIUE sponsors H1B visas for full time, tenure track faculty positions.
 - b. If you think you will be interviewing international candidates, please send Patty Odom a copy of the job duties as soon as possible. She must request a Prevailing Wage Determination from the Department of Labor. The current average wait time for her to get a response from DOL is 8-10 weeks. The salary offered to international candidates MUST meet or exceed the Prevailing Wage Determination issued by DOL.
 - c. Ads for the position must run in a national journal for at least 30 consecutive days. A copy of the actual text ad, showing the date posted and removed, MUST be printed out.
 - d. All search committee members must keep notes throughout the search process.
 - e. If an ABD candidate is being considered, the candidate must successfully defend and have a copy of their transcripts or memo from their Registrar's Office stating they have successfully defended and now meets all requirements of the PhD before the H1B application can be submitted.
 - f. The department/school will need to send Patty Odom (podom@siue.edu) a copy of the actual text ads (showing start and stop dates), a copy of each search committee member notes and any matrix sheets they may have used during the hiring process.

Import / Export Control

If it is anticipated that applicants might be involved in research collaboration with persons in regions that would be impacted by strict US export/ import control, make sure to check with Todd Wakeland (mtwakela@siue.edu) about whether they might be impacted, preferably before the candidate is interviewed.