

Checklist for Applications for Permanent Labor Certification for International Hires

Department:

Title of Position:

Name of Candidate Selected:

- Letter from the Department Chair attesting to the degree of the international faculty member's education or professional qualifications and academic achievements. (Template attached.)
- Signed statement by Chair of Search Committee and Vice Provost for Resource Management outlining in detail the recruitment process, the total number of applicants for the position and lawful job-related reasons why the international candidate selected is more qualified than all other applicants. (Template attached.)
- Copies of the completed Interim EPA Recruitment Report, Applicant Flow Form (copy from the EDC Office with Affirmative Action information included), and EPA Compliance Report with all the required signatures.
- Original signed Notice of Filing a Permanent Labor Certification Application with dates of posting indicated on notice. (Please request this notice from the International Student and Scholar Services Office.)
- Original print advertisement(s) from a national professional journal or printouts (screenshots) of first day and last day of 30-day online ad from electronic version of national professional journal which is viewable to public without payment of subscription or membership charges. (These documents may be obtained from the EDC office.)
- Evidence of *all* other recruitment sources, such as copies of ads, website postings including on the university's HRS website, flyers, list serves, etc.
- Photocopies or electronic copies on CD/DVD of resumes/curriculum vitae and other correspondence received from all applicants.
- Current and comprehensive curriculum vitae of international candidate selected.

Note: Must provide complete name, street address, field of study, year of completion and degree earned for each school attended.

Note: For each prior employer, must provide complete name, street address, exact dates of employment (mm/dd/yy to mm/dd/yy), hours worked per week, supervisor's name/title/contact phone number, and a brief description of job duties.

- Copies of international faculty member's prior diplomas with academic transcripts.

Note: If documents are not in English, a certified translation must be provided.

- Copy of offer letter issued to the international faculty member by Academic Affairs with all required signatures including the international faculty member's signature.

Note: Applications for Permanent Employment Certification must be filed within 18 months of offer.

- Copy of international faculty member's most recent I-94 Departure Record.

- Copy of biographic page of international faculty member's current passport.

Within 30 days of the international faculty member signing the offer letter, please send this checklist and the required documents listed above to Maria Anastasiou or Adam Julian at the Office of International Student and Scholar Services and Outreach, Plemmons Student Union, Suite 321. If you have any questions, please contact Maria Anastasiou at Ext. 2811 or Adam Julian at Ext. 2815.

[DEPARTMENT LETTERHEAD]

ATTESTATION OF QUALIFICATIONS OF [SELECTED CANDIDATE]

This statement is to attest to [DR./MS./MR.][SELECTED CANDIDATE]'s educational and professional qualifications and academic achievements in regards to [DR./MS./MR.][SELECTED CANDIDATE] being selected and hired for the [TITLE] position in the Department of [DEPARTMENT NAME].

[SELECTED CANDIDATE] is eminently well-qualified for the position. [HE/SHE] obtained [OR WILL OBTAIN BY {INSERT DATE}] a Ph.D. in [SUBJECT] from [UNIVERSITY]. [PLEASE ELABORATE ON ADDITIONAL DEGREES RECEIVED, CERTIFICATIONS, AWARDS, PAPERS PUBLISHED, PRESENTATIONS, AND OTHER ACHIEVEMENTS].

With [DR./MS./MR.] [LAST NAME]'s [EXPERIENCE AND/OR EXPERTISE] in [SUBJECT], [HE/SHE] will be an outstanding addition to the Department of [NAME] at Appalachian State University.

Sincerely,

Date:

[NAME]
Department Chair
Department of [NAME]

[DEPARTMENT/UNIVERSITY LETTERHEAD]

[DATE]

Department: [INSERT DEPARTMENT]

Title of Position: [INSERT TITLE]

Members of Search Committee: [INSERT NAMES]

Name of Candidate Selected: [INSERT FULL NAME]

The following is a final report of the faculty search committee prepared by the committee chair:

RECRUITMENT PROCEDURES

In order to recruit for the position, the Search Committee did the following:

- 1) Placed a print ad in the [NAME OF NATIONAL PROFESSIONAL JOURNAL] on [DATE OF AD] or Placed an online ad for 30 days on the Chronicle of Higher Education website from [DATE] to [DATE].
- 2) Posted the position announcement on Appalachian State University's Human Resource Services website from [DATE] to [DATE]; and sent to the North Carolina Employment Security Commission on [DATE].
- 3) [INSERT SPECIFIC INFORMATION ABOUT ANY OTHER RECRUITMENT]

TOTAL NUMBER OF APPLICANTS

The Search Committee reviewed [NUMBER] applications and interviewed [NUMBER] for the [TITLE OF POSITION] in the [DEPARTMENT] at Appalachian State University. [NUMBER] applicants declined to be interviewed and [NUMBER] withdrew their names from consideration. The following individuals were interviewed:

[LIST OF CANDIDATES INTERVIEWED]

REASONS WHY CANDIDATE SELECTED IS MORE QUALIFIED THAN OTHER CANDIDATES

[May refer to Applicant Flow Form and EPA Compliance Report. (See the Office of Equity, Diversity, and Compliance's website for templates for these and other required reports. Obtain a copy of the completed Applicant Flow Form, with the Affirmative Action information included, from the Office of Equity, Diversity and Compliance.) Be sure that the Applicant Flow Form lists the names of all applicants who applied for the

position and the reasons why the candidate selected was more qualified for the position. If Item 9, “Not as strong as chosen finalists” is indicated on the Applicant Flow Form, please elaborate in this paragraph as to why the candidate selected was more qualified.

As described in the attached EPA Compliance Report and Applicant Flow Form, Dr. [CANDIDATE SELECTED] was found to be the most qualified applicant for the position. The Search Committee and faculty highly recommended that [CANDIDATE SELECTED] be offered a [TITLE OF POSITION] and the offer was made to Dr. [CANDIDATE SELECTED].

[NAME OF SEARCH COMMITTEE CHAIR]
Chair of Search Committee

DATE:

Timothy H. Burwell, Ph.D.
Vice Provost for Resource Management
Academic Affairs

DATE: