

## Impact on Faculty Recruitment

### I. Advertising Requirements for All Faculty Searches

In addition to any current hiring requirements, **place at least one print ad** in a national professional journal. The print ad must include: 1) the job title of the position for which you are searching; 2) job duties; 3) minimum education required\*; 4) experience required; 5) contact information for interested applicants that includes the name of the department and the university; and 6) reference to Houston as the geographic location of Rice University. This reference to Houston may be fulfilled by noting within the text of the advertisement that Rice is located in Houston, Texas or if you are allowing application materials via mail, by indicating Houston, Texas in the mailing address.

**\*NOTE:** If the search is for an assistant professor or is an open rank search, the print ad, and any other advertisements, should note the minimum education required as “PhD or completed PhD by November 1<sup>st</sup> of the year employment commences.”

### II. Other Considerations When an Offer is Made to a Foreign National

Applications for university-sponsored Permanent Residency (PR) must be filed within 18 months of the **decision to make an offer to (not the hiring of)** the candidate. Since filings take at least three months to prepare, the absolute deadline for initiating the PR application is thus 15 months from the decision to extend a job offer. If a search yields an offer to a foreign national, the chair or dean should inform the candidate **at the time of the informal offer** that if she/he might want university assistance in applying for permanent residency. You will need to then follow the procedures in the online manual flowchart, as appropriate.

Somewhere near the sentence in the offer letter talking about how the candidate needs to have necessary authorization to work in the U.S., the department may add a sentence that says: “Should you later decide to apply for permanent resident status in the U.S., the University is prepared to assist you in the application process, and if you and Rice decide that a University-sponsored application is most prudent for your situation, Rice is prepared to devote financial and legal resources in pursuing the application.”

**NOTE:** Please be sure to follow the “Approved Law Firm Instructions” in the online manual.

### III. When Faculty Member wants to apply for Permanent Residency

In consultation with an immigration lawyer, the faculty member chooses the method of application. If an **individually sponsored-PR** application is chosen, the academic department may need to provide supportive documentation regarding employment. If a **university-sponsored PR** application is needed, the academic department or school must agree to pay certain costs (approximately \$4000 plus) and must provide supportive documentation as requested by the law firm.

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