

**When advertising for a full-time teaching position, consider that your candidate may be a foreign national who will later need to pursue Permanent Residency (green card).**

The recruitment process for these positions should include an advertisement in a printed professional journal OR on a web-based journal's job list. The printed ad must run for one print cycle and the on-line advertisement must be posted for at least 30 calendar days. Evidence of the starting and ending dates of the web-based placement is required.

The following information must be included in the text of the ad:

1. name of the employer;
2. geographic location of the job opportunity;
3. means to contact the employer to submit the job application;
4. description of the job specific enough to apprise workers of the opportunity;
5. qualifications required for the position (**avoid preferences and only state minimum**);
6. degree required (e.g. a PhD in Chemistry).

It is not necessary to include wage information for teaching positions. There is no need to enumerate every job duty or requirement; a one-line description is sufficient. **If the position requires previous work experience, the number of months or years expected must be stated.**