Faculty Search Protocol Guidelines

St. John Fisher College desires to maintain the flexibility to recruit and retain the most talented faculty available. The College also values diversity, and believes that a diverse faculty provides a more enriching academic experience for its students. However, it must also be recognized that the decision to hire and support qualified foreign national employees requires a commitment of financial and other resources which must be balanced with the College’s desire to support foreign nationals in the immigration process.

St. John Fisher College is committed to Equal Employment Opportunity (EEO) and affirmative action (see policy in section D1.1 of the employee handbook).

When conducting a faculty search, department chairs and search committees need to be mindful of the necessary steps that must be taken if considering foreign nationals for open positions. Department chairs and search committee members should familiarize themselves with the SJFC Immigration Status Assistance Policy. Any questions about the immigration policy should be directed to Human Resources.

During the initial screening of applicants and prior to any invitations to visit campus, the following questions should be asked of every candidate:

- Are you legally authorized to work in the United States?
- Will you now or in the future require sponsorship for employment visa status (for example, H-1B visa status)?

It is critical to properly document the search process in order for the College to be able to apply for labor certification for a foreign national. All recruitment materials used in the selection process should be collected and preserved. It is necessary to record the review process undertaken by the department for all candidates to provide evidence about which candidates are best qualified based on objective criteria associated with the advertisement for the position. This document should include comments explaining why other candidates are less qualified. An example matrix is available upon request. If a hire under these circumstances is to have a reasonable likelihood of eventually meeting the labor certification standards for the awarding of permanent status (green card or other), the College must be able to demonstrate that there are no qualified nationals who otherwise could have filled the position. The quality of information provided in the requested matrix is critical to making such an argument.

In addition, the selection committee should prepare a statement with the reasons for the initial selection of a foreign national to a finalist pool. This document must be signed by the department chair and the other members of the search committee and forwarded to the School Dean. The School Dean will review the document and then must secure the approval of the Provost and the President to invite one or more foreign nationals for campus interviews.

The candidate review matrix and departmental statement should be updated following campus interviews and again must be signed by the department chair and all members of the search committee.

Prior to making any offer to a foreign national candidate, the School Dean must secure the approval of the Provost and the President.

Consideration and selection of a foreign national for a faculty position can impact the search timeline and will require additional administrative tasks by the department chair working with Human Resources both during the search process as well as during the labor certification process. Ultimately, the U.S. government makes the decision on immigration status.