

Document Packet Worksheet for Teaching Position

Please scan the following documents into a single file.

Keep originals for your Department file. Please submit scans to: longtermvisa@sa.ucsb.edu

As soon as you begin your search:

- Send completed [Position Worksheet](#) for this specific recruitment to OISS.
- Begin collecting the documents below.

As soon as there a selectee, send the collected documents OISS including:

- Completed [Employee Data Sheet](#) with this [Position Data Sheet](#)
- Scans of **all** recruitment advertisements (actual copies or printouts, not just text).
 - Each ad **must indicate: (1)** Position title with brief description; **(2)** name of employer; and **(3)** means for obtaining further information about application for this position. **If** a wage or wage scale is included in the ad, the wage or lower end of the scale indicated **must meet or be more than** the PERM prevailing wage as determined by the Department of Labor. Ads must be placed in:
 - At least one national print** journal ad
 - At least two web-based** ads - (printed from web as posted on first and last days)
 - At least one other** professional journal, job fair, newsletter, listserv notice, ethnic newspaper or through trade or professional organization in the field (copy/printout)
- Scan of **UCRecruit Search report** – with copy and dates of UCRecruit web ad for position
- Signed copies of the [NAAC form](#) (Completed and posted by department and - Signed AFTER posting)
 - Posted in two physical locations in your department for at least 10 working days (excluding holidays and weekends), **and**
 - Posted on your department website for at least 32 days.
 - Link to NAAC form: [Notice of Application for Alien Employment Certification](#)
- Scan of the signed copy of the letter from the Department **to** the Vice Chancellor/Dean **recommending** selectee for the position.
- Scan of this [Authorization Memo from the Director of Academic Personnel](#) to your Department Chair, including copy of letter to the selectee notifying him/her of his selection (**NOTE: you prepare this memo addressed to your director/chair from AP and send it to AP to sign**).
- Scan of this [Department Chair/Director Letter](#) to the Department of Labor detailing recruitment procedures for this position, and the resulting selection of the **best qualified applicant**.
- Scan of the selectee's required **Degree** transcript **and** diploma - with attached translation into English if needed and if not a U.S. degree then provide scan of the U.S. equivalency evaluation from the following: www.trustfortecorp.com.
- Scan of the selectee's current **Curriculum Vitae** with this selectee's [True Photocopies Statement](#).