**International Faculty Recruitment**

**Mandatory Advertising and Recruitment Requirements**

To ensure faculty search committees can review international candidates, we recommend you always advertise as if you are conducting an international search. If these requirements are not followed, consideration or hiring of international candidates may not be possible.

**Required Advertising Locations**

The USFA Collective Agreement indicates required advertising for faculty searches; however, additional advertising is required for international searches. The advertising must include all the following:

[ ]  USask Careers

[ ]  CAUT

[ ]  University Affairs and

[ ]  two or more additional sources

[ ]  Advertising must run continuously for a minimum of 6 weeks with no gaps.

[ ]  Copies of each advertisement must be printed or saved electronically on the first and last days of posting. These copies must capture the website URL and the date. A PDF document is acceptable, provided the URL and date are included.

**Job Advertisement Requirements**

Job posting templates are available in the Knowledge Base at: [**https://wiki.usask.ca/x/dYDqTg**](https://wiki.usask.ca/x/dYDqTg)

When creating an advertisement, do not use a previous ad copy. Visit Knowledge Base for the most recent template. The posting templates include language that must be in every ad. Do not edit or remove language outside of the form fields in the document.

**Reviewing Applications**

[ ]  Confirm if each applicant is a Canadian citizen or permanent resident upon application receipt

* Do not make assumptions based on current or previous geographic locations in the application

[ ]  Indicate clear and detailed justifications for each Canadian citizen/permanent resident you will not be considering, even if the applicant clearly does not meet the job requirements. Provide as many reasons as applicable.

**Record Keeping**

[ ]  Retain application materials and related communications with all applicants. You will be asked to provide copies of all records to the Office of the Vice-Provost, Faculty Relations if an international candidate is selected.

[ ]  Keep all search committee notes and materials that support the hiring decision.

[ ]  Identify any contradictory notes or minority views and explain their context.

[ ]  The search chair should review and approve all notes.

[ ]  Records must be kept beginning with the first day of the search and for six (6) years after the employment starts.

**Contact Information**

For employment-related immigration inquiries, contact: **hr\_immigration@usask.ca**. For search processes and USFA collective agreement inquiries, contact: **vpfaculty.relations@usask.ca**