

## Hiring Foreign-National Faculty

### Background Information and Immigration Terminology

**U.S. Permanent Resident:** a “green-card” holder, i.e., a legal immigrant who has not yet obtained (or perhaps is not interested in obtaining) U.S. citizenship. Immigrants with legal U.S. permanent residence status have the right to remain in the U.S. for an indefinite length of time. They have virtually the same legal rights, civil liberties and protections as those of citizens.

**Naturalization:** Process by which a permanent resident can become a citizen. (Immigrants are eligible after 5 years as permanent residents; after 3 years if legal residency was obtained via marriage to a U.S. citizen.)

**Alien:** person who is neither a citizen nor a national of the United States. Most aliens are in the U.S. as a **Non-Immigrant**, with one of over 60 available U.S. visa classifications, in letter/number combinations from A-1 (Foreign Diplomatic Personnel and their Dependents) to V-3 (Dependents of a U.S. Permanent Resident who have been waiting for their immigrant visa for more than three years).

**F-1 Foreign Student visa/status** may be granted to an alien “who is a *bona fide* student qualified to pursue a full course of study” at an academic or language institution authorized to admit foreign students. It is a temporary (nonimmigrant) classification; prospective students must demonstrate to a U.S. Consular official that their stay in the U.S. is temporary and just to study.

- **Many foreign national applicants for faculty positions at Towson University are in the United States pursuing a PhD using F-1 nonimmigrant status.**
- After completion of a degree program, an F-1 visa holder is generally entitled to one 12-month period of “optional practical training” work authorization to take professional employment related to their degree. Beginning employment here at Towson as an assistant professor while on the F-1 OPT status is fine. Generally, if employment commences near the beginning date of the OPT authorization, it is best that the OPT be used for the first semester and the H-1B visa petition process be started during the second semester.
- The Immigration-issued OPT Employment Authorization Document (EAD, small plastic ID card) must be **in hand** to begin a faculty contract, **so the prospective faculty member is encouraged to seek assistance from his/her international student office to begin the F-1 OPT application process immediately.**

**F-2 Foreign Student Dependent (Child or Spouse of F-1) visa/status** does not permit study for a degree. Only casual, part-time, non-vocational study is permitted. An exception is made for K-12 (elementary and secondary level) study. F-2 status does not permit employment of any kind.

**J-1 Exchange Visitor visa/status** allows students, scholars, and professors to participate in temporary educational exchange programs. TU has been approved by the U.S. Department of State as an exchange visitor program sponsor. TU uses J-1 status for exchange students, short-term scholars, visiting researchers, and visiting faculty.

- Many temporary faculty positions at the University are appropriate for the J-1 visa classification.
- Some applicants for temporary and permanent positions may already be in the United States with J-1 status. Their eligibility for a transfer to Towson University’s exchange visitor program or H-1 status must be determined by the ISSO.
  - There is a legal limit to the length of time permitted in this classification.

- Also, many J visa holders are subject to the 212(e) “two year home residency” requirement. This regulation prohibits them from taking H-1 or Permanent Residence status prior to either having that 212(e) requirement waived (a complex process, and not always possible) or spending the required two years back in their home country.
- For complete information about Towson University’s Exchange Visitor Program and how to invite a Visitor or obtain J-1 status for someone already in the U.S., look on the website or ask the ISSO for the J-1 instructions/forms information packet, *Inviting Foreign-National Visitors: J-1 Temporary Exchange Visitor Visas*.

**J-2 Exchange Visitor Dependent (Child or Spouse of J-1) visa/status** permits study with no limitations. J-2 status holders may also apply to the U.S. Citizenship & Immigration Services, on Form I-765 with appropriate fee, for a work authorization document, issued in increments of up to one year. J-2 employment is only permitted with this unexpired CIS-issued Employment Authorization Document, but the type of work and number of hours are not restricted.

**H-1B Specialty Occupation Worker visa/status** is a temporary professional employee classification. An “employer specific” and “employment specific” work authorization, the H-1 status allows legal employment with only the petitioning employer, not general work authorization in the United States, and only for the specific type of employment identified in the application petition. This is for positions requiring a professional in a “specialty occupation,” i.e., one which involves the theoretical and practical application of a body of highly specialized knowledge, with a bachelor’s degree or higher as the minimum requirement for entry into the field. There is a six-year limit on the stay of an H-1B nonimmigrant.

While it is a temporary visa, applicants are not obligated to demonstrate an “intent to return” to their home country in order to qualify, as the H-1B has in recent years been exempted from “presumption of immigrant intent.” That aspect of Immigration law cannot be used as a basis for denying an H-1B visa. H-1B status was granted “**dual intent**,” i.e., ability to obtain or continue in a nonimmigrant status even though action may have been taken in pursuit of U.S. permanent resident (immigrant) status. There is no need for an H-1B to demonstrate to a U.S. Consulate Visa Official that s/he has a “residence in a foreign country which he has no intention of abandoning” [Immigration and Nationality Act section 101(a)(15)(H)(i)].

As H-1B is employer specific, employment at Towson University is only possible if the prospective employee has an H-1 Approval Notice with TU as the petitioner, or a copy of the entire H petition which shows that activity at TU was a part of the position description.

It is a violation of Maryland state law for an outside attorney (or other legal practitioner) to prepare an H-1B petition for employment at TU. Normally, all H-1B petitions are prepared and signed by the TU ISSO.

For complete information about H-1B petition procedures, check the ISSO website or ask the ISSO for the forms/instructions document, *H-1B Application Process and Required Paperwork*.

**H-4 Dependent of Employee (Child or Spouse of H-1) visa/status** permits study with no limitations. In-state tuition rate is available to H-4 individuals, once other residency eligibility criteria are met. H-4 status does not permit employment of any kind.

## **H-1B Temporary Professional Employee Visas**

### **What are the minimum qualifications for the H-1B visa classification?**

The H-1B subcategory is for individuals who will perform services in a “specialty occupation.” The term “specialty occupation” refers to an occupation which requires the theoretical and practical application of a body of highly specialized knowledge. It also requires the attainment of a bachelor’s or higher degree in the specific specialty as a minimum for entry into the occupation.

The salary for the position is an important factor in the H-1B application process. The overall concern of the federal government is that institutions should not offer wages so low that Americans are not attracted to the positions. The salary offered must meet or exceed the “prevailing wage” in Baltimore County for the specific occupation, as determined by the Department of Labor’s local employment agency. This can be problematic for some university positions. The salary must also meet or exceed the “actual wage” being offered at the University for similarly employed persons. Documentation of both is included in the application to U.S. Citizenship & Immigration Services (CIS).

### **Who is eligible at Towson University?**

In general, Towson University will petition CIS for H-1B status on behalf of tenure-track faculty who are aliens in the United States in a legal non-immigrant visa classification status. They have attained a higher degree, are applying their highly specialized knowledge in theoretical and practical ways, and they are critical to the central, teaching mission of the university.

An alien’s current status in the United States has a direct bearing on their eligibility for H-1B status. For example, some aliens are subject to the 212(e) “two year home residence requirement” as a result of participation in an exchange visitor program (using J-1 or J-2 visa status) and are not eligible for H-1B status prior to fulfilling the two year requirement (or obtaining an official waiver from the U.S. government, if possible; a lengthy process). Prior time in H status also has a bearing, as the length of time in the United States in H-1B status is limited to six years.

It is therefore very important that departments consult with the ISSO early on in the faculty search process regarding a candidate’s likely H-1 eligibility and visa service needs. If a candidate’s U.S. status is not clear, it may be possible to find out more information by stating that the University provides services to obtain the H-1 status to tenure-track faculty who are eligible under U.S. Immigration regulations. Bluntly asking a candidate’s status in the U.S. is not appropriate, but providing information about the university’s H-1 policy is helpful. You may also inform the candidate that all offers of employment are contingent on the provision of satisfactory proof of identity and legal authorization to work in the United States.

If the candidate talks freely with you about his/her current status in the U.S., then it is most helpful to know what the current status is, when the status started, and any other previous visa status types s/he may have held in the United States. Candidates can also be referred to the ISSO director if they have questions about Towson visa services for the J-1 or H-1B classification, and for a discussion of our role in the process of obtaining U.S. permanent residence. This may help the candidate with a decision to accept an offer, and the discussion can occur before or after an offer has been made.

### **Isn’t the number of H-1Bs available each year severely limited?**

Congress sets a limit to the number of H-1B visas which can be approved each year. In recent years there has not been a sufficient number available for all of the interested employers, so much so that the quota for the next year has often been exhausted by the summer prior to the October 1 start of the next federal fiscal year. However, for several years now university faculty positions have been exempt from the quota, so any anxiety of the new faculty member should be eased by this information.

## **How is the H-1B visa (or status) obtained?**

An individual cannot self-petition for H-1B status. The University works with a USM sanctioned immigration firm to prepare the petition. This is handled jointly by the International Student and Scholar Office (a department within Academic Affairs) and the chairperson of the relevant academic department. The director of the ISSO is the university official recognized by the U.S. Department of Labor and the U.S. CIS to endorse all labor- and immigration-related forms and documents on behalf of Towson University and its non-immigrant faculty, research scholars, and students.

The ISSO can advise departments in the early stages of the search and hiring process regarding the possibility of H-1B status and the required processing time for a particular candidate.

## **H-1B application only through ISSO**

The university will not pay non-USM approved outside counsel for H-1B assistance. It is against Maryland State Attorney General rulings to do so. We work with a specific immigration firm which prepares the H-1s for Towson University (it is our application, not the beneficiary's) when there are new hires in qualifying positions. The University would be in violation of Labor laws if an individual were allowed to pay legal fees and employer filing fees, as the government considers those employer expenses.

## **When does the process begin?**

The ISSO will assist academic departments in obtaining H-1B status for newly hired, qualifying foreign-national tenure-track faculty, only upon early coordination with the ISSO for services or referral. The application process for the H-1B status takes from about ten weeks to up to five months, depending on the candidate's current immigration status, Department of Labor or CIS backlogs, and other factors. Therefore, academic departments should contact the ISSO no later than the end of March for a fall semester start date. Beginning the procedure later than April may be successful in many cases, but it is better to get started as soon as possible to avoid complications.

If employment at Towson will be the individual's first H-1B status increment (i.e., not a change of employer from a previous period of H-1B stay) or if travel outside the U.S. is desired prior to the start of TU employment, then the entire process must be completed and the H-1B petition Approval Notice received back from CIS before the new employee can stand before students in a classroom setting as a new faculty member. Additionally, the prospective faculty member who wishes to travel outside the U.S. prior to the beginning of the first semester will need the Approval Notice in hand (which may mean an express mailing by the academic department) in order to apply for an H-1B visa at a U.S. Consulate, unless s/he has an unexpired H-1B visa already from a previous employer. U.S. visa applications can be a lengthy process and may include extended background/security investigations, depending on the applicant's country of origin and other circumstances. (Note, Canadian citizens do not need to obtain a U.S. visa to enter the U.S.)

## **What is the process and how long does each step take?**

There are several steps to the process, involving the U.S. Department of Labor (both the local office and the national office), the U.S. Citizenship & Immigration Services (CIS), the employer (Towson University), the alien (prospective faculty member), and the U.S. Department of State's Consulate in the faculty member's home country if s/he is abroad or must travel.

The processing times for obtaining an H-1B approval can vary widely according to time of year, and depending on other special Immigration issues/events in any particular year.

The department should be prepared to complete required forms, letters and statements. It may be helpful for the chair to designate a senior support staff member to serve as his/her liaison to the ISSO during the application process.

**The first step** is determining the alien's eligibility for H-1B status, by reviewing his/her status and history in the United States and examining all relevant immigration documents.

**The second step** is determining the prevailing wage in the greater Baltimore metropolitan area. This is done within the strict guidelines of the local labor office. The process generally takes several weeks. A simultaneous step involves documentation of the actual wage at Towson University, within that department and within that position ranking.

**The third step** is the filing and certification of a Labor Condition Application with the U.S. Department of Labor. The certification has become a speedy electronic process, if there are no unusual wage conditions.

**The fourth step** involves sending CIS a complex packet of documentation, letters, recruitment and wage information, forms, and the relevant fees. The CIS regional service center for our area generally takes between two to four months to respond to this petition.

**Once the petition is approved and an approval notice is received**, the faculty member may begin employment. If the faculty member was already in the U.S. in H-1B status with a previous employer, then employment with Towson can begin sooner, at the point the official Receipt Notice arrives at the ISSO.

**There is an additional step of obtaining an H-1B visa at a U.S. Consulate** if the faculty member is outside the United States. If s/he has never held H status before and/or has not obtained a new U.S. visa recently, there could be a considerable delay due to the processing of security/background clearances by the U.S. Department of State for the visa issuance.

## **What are the costs?**

### **CIS Filing Fee(s)**

The applicant or the department will be responsible for the filing fee (payable to U.S. CIS) of \$460 (subject to change- see <https://www.uscis.gov/forms/filing-fees> ) for a single applicant (plus a separate check for an applicant with dependents, always paid by the applicant- see fee link above for dependent cost).

### **DHS Fraud Prevention/Detection Fee**

Although the Form I-129 filing fee may be paid by the prospective employee, there is a \$500 Department of Homeland Security Fraud Prevention and Detection Fee which must be an employer expense.

### **Separate Checks, best from Working Fund**

The two fees (or three, if dependents) must be paid by separate checks. The \$460 filing fee (and dependents') is/are to be issued payable to U.S. Citizenship & Immigration Services, and the \$500 fee is payable to U.S. Department of Homeland Security. Academic Department Operating Funds may be used for the \$500 fee, and the most efficient manner of obtaining a check is through Working Fund. Documentation on the necessity of the DHS fee has already been provided to Working Fund, but can be provided again by ISSO if needed. The check(s) should not be requested from Working Fund until the petition is nearly complete, as the funds will not be billed to the department until the CIS Receipt Notice is provided to Working Fund, and they request that WF funds be returned as soon as possible. The Receipt Notice generally takes 2-3 weeks.

### **Premium Processing Fee if time is short**

There is an additional, optional fee for "premium processing," which guarantees that within 15 calendar days CIS will issue either an approval notice, a notice of intent to deny, a request for further evidence, or a notice of

investigation for fraud or misrepresentation. If CIS does not meet the 15 day guarantee, then the \$1,440 will be refunded, and continue to process the petition expeditiously. The premium processing also provides for a dedicated phone number (to speak to a real human at CIS) and a special e-mail address to check on the status of the petition or ask other questions about it. Towson University covers the cost of filing all H1B cases with this option.

### **Who pays the Premium Processing Fee?**

Towson University's Office of the Provost covers this fee for the institution's H1B sponsored cases.

### **Administrative Costs**

At this time, there are no further regular costs to the academic department for a tenure-track faculty H-1B.

### **H “portability” provisions ease the transition between jobs, but changing employers is nevertheless tricky.**

Individuals who have already obtained H-1B status may take advantage of the H-1B visa “portability” provisions. If the individual has been lawfully admitted into the U.S. as a nonimmigrant and has not engaged in employment without authorization since that admission, s/he may begin new employment as soon as a complete *bona fide* H petition is received by Immigration for the new position, if it is filed before the expiration of the current H-1 status. (Note, if the new employment application is denied, the work authorization under portability is immediately terminated.)

This may be called a “transfer” or “sequential employment,” but it does not extend the overall maximum of six years of cumulative H status, and **it does not mean a briefer petition process on the part of the new employer.** The ISSO, academic department chair, and the new faculty member must follow all of the steps described for the H-1 petition, below. However, it does generally mean that not as much lead time is necessary – the new faculty member can begin teaching as long as we have gotten the Receipt Notice; we do not need to wait for the Approval Notice. From the time the department chair, the new faculty member, and the ISSO director begin putting together the required application elements until the date the petition is mailed can often be a matter of just a few weeks. Then, the CIS Receipt Notices generally take only 3-4 weeks. However, there have been rare times that CIS has taken much longer to generate Receipt Notices, due to particular Immigration legislation effective dates or over-subscribed quotas, and subsequent CIS backlogs.

The portability provision is not perfect to the real world circumstances of changing employers, particularly in academe. Teaching positions usually conclude at the end of the academic year in May, and new positions do not begin until August. An H-1B worker's valid status in the U.S. depends upon the employment relationship with the H petitioner. There is no actual “grace period” between employers, as even the “10 days stay permitted at the end of employment” refers to the end of the validity period of the H status, not the last day on the job if the employee quits prior to the end of the H period of stay. A new faculty member may terminate employment with a previous H employer prior to the end date of the H status (and, generally, the H validity period is issued in full year increments, not academic year increments), and thus would not technically have any legal “gap time” between the ending date with the previous employer and the start date at TU.

While an Immigration adjudicator reviewing our H petition may be liberal about a gap of a few days or weeks between academic employers, a sympathetic interpretation cannot be assured. Therefore, in cases of new faculty members who already have H status with another college or university, summer teaching on one of the two campuses should be discussed in order to “bridge the gap” and have the smallest amount of time between employers as possible. Perhaps the start date on the TU contract could also be moved earlier. This matter should be discussed fully with the ISSO director before making final plans for the summer months prior to an August start date at TU.

Employees coming to TU from a corporate or research position should plan to continue their employment without a gap prior to the TU start date. If a gap is unavoidable, then ten days should be the maximum gap and our H petition should be received by Immigration within the ten days. Alternatively, they could plan for a long trip abroad

between employers, but should thoroughly discuss the timing of the H petition, return date, and H visa entry stamp application issues.

The H-1 change of employer petition requires extensive documentation of the faculty member's current employment. The current employer's Office of Human Resources should write a letter which states the job title, brief duties, salary, start date, and confirmation that employment status is current. Then, once it is closer to submitting the petition, photocopies of a few recent paycheck statements ("pay stubs" with a summary of tax withholdings and employer contributions, etc.) should be submitted. Also, if at that point the new faculty member has already informed the current employer of his/her leaving, it would be helpful to also have that HR office acknowledge the end date in a separate letter.

**The ISSO signs all U.S. Immigration and Department of Labor petitions and documents on behalf of Towson University.**

## Permanent Visas: “Green Cards”

### H-1B status is not for permanent employment

As explained previously in this document, the H-1B is a non-immigrant status. Initially, H-1B status is granted in an increment of up to three years, and can be extended for up to three more years. But the total stay is limited to six years, regardless of any number of changes in employer during the six years. After six years, the employee would need to leave the U.S. for a minimum of one year before qualifying for any further H-1B status/stay. Therefore, tenure-track faculty will need to pursue legal U.S. permanent residence (immigration; a “green card”) within the timeframe of their H-1B validity if they are interested in staying with the university and pursuing tenure.

### Employee’s responsibility

Unlike the H-1B non-immigrant status, which is tied to a specific employer, immigrant status -- once gained -- allows a foreign national to work wherever they would like. If a foreign-national faculty member is interested in and qualified for university tenure, he or she may wish to request the University to sponsor him/her for U.S. permanent resident status. The typical form filing expenses and legal fees associated with that process can cost about \$5,000 altogether, and can take 18-24 months. The University may choose to cooperate in that process as the faculty member’s employer, but departments should make clear to faculty that most of the costs associated with the process are the employee’s responsibility.

### Towson University support

The University will not be obligated to financially assist with the process of petitioning for adjustment to permanent resident status, but **will** cover all costs and attorney fees for the labor certification which establishes eligibility for adjustment to permanent resident.

Eligible faculty will be referred by the ISSO director to legal counsel approved by the Maryland Attorney General’s Office. These are attorneys who are qualified to file the labor certification with the Department of Labor on behalf of the University, and then to petition Citizenship & Immigration Services for employment-based permanent residency, in the Second Preference category: Members of the Professions Holding Advanced Degrees. It is the University’s petition, but the faculty member is the beneficiary

The ISSO will support faculty members through the process to acquire permanent residency via the Special Handling for College and University Teachers Labor Certification process. The ISSO director serves as the point person for communication with the immigration attorney prepares some of the needed letters, coordinates other letters needed from department chairs or Human Resources, and will sign the US Immigration and Department of Labor forms which are required.

### Start the labor certification at the end of the first semester at TU

The costs associated with a green card application are significantly lower if the visa applicant can make use of the University’s national recruitment for the faculty position. If the immigration attorney can show that the applicant was the best-qualified candidate out of a national search which occurred within the past 18 months, then time and money for re-advertising can be saved by using the “special handling” procedures. The “start date” of the 18 month “clock” is the date that the Provost signed the faculty member’s contract. **It is the faculty member’s responsibility to initiate this process by contacting the ISSO Director within the end of the first semester, or earlier if the contract is dated more than six months before TU employment start.** The University may not agree to sponsor an employee if the “special handling” cannot be used.

### Legal referrals

The ISSO will provide advice regarding the process of obtaining U.S. Permanent Residence and will refer University employees to qualified immigration counsel from the University’s list of State of Maryland approved immigration attorneys. The University will only sign documents prepared by an attorney from this list. The contracted attorney

must provide the employee and the University with photocopies of all attachments and submissions when presenting documents for the signature of the university official. All requests for documentation, letters, and signatures for the PR process will be made to the ISSO director, and then selected items requested from the academic department chairperson or search chair, as needed.

### **Department Chair and/or Search Chair's responsibility**

The labor certification part of the faculty member's permanent residence application will require many items of evidence about the national search conducted to hire him/her. These are not needed until well after the new professor begins working, but it is easiest to gather this evidence as the search is concluding. Some of these are the following.

A photocopy of the ad as it physically appeared in the Chronicle of Higher Education and any other publications (i.e., not just the text of the ad, but evidence that it ran in a print medium), as well as a screenshot of the various electronic publications/listings in which the position was advertised.

Evidence of any other efforts to recruit, e.g. notices that the University would be recruiting at a specific meeting or conference.

Copy of the university's Search and Hire Report, submitted to the university at the conclusion of the search, which will provide most of the facts needed for the written summary report/letter.

A written summary of the search process, including how the position was advertised, how many applications were received, how many were complete, how many met the qualifications, how many were given screening interviews, how many were invited to campus, the reasons that the current candidate was selected (e.g. why he or she was the superior candidate), who was on the search committee, any demonstration lectures which were required, dates, etc. (This will be drafted by the attorney, based on a summary from the department chair or search chair and the Search and Hire report. The draft will be forwarded to the ISSO Director, then ISSO will get it to department chair for final review and signature.) A sample search report is attached.

Names and resumes of all candidates who were interviewed. Need not be provided to attorney, but must be retained for a five year period and available for inspection by the Department of Labor upon request. (These get forwarded to the Equal Opportunity Office, and while that office retains these in archives, they are not retained for the required length of time. Also, retrieval from Archives would be inconvenient and slow.) ISSO will collect them from the department chair, and keep them in a separate section within the individual's immigration file, in a locked cabinet.

Posting notice (prepared by attorney). This must be posted in just one place (unlike the H-1B notice, which gets posted in two places) so ISSO will handle getting it posted in the Administration Building's HR bulletin case..

The new faculty member will provide documentation of the degree and academic record.

### **The ISSO signs all U.S. Immigration and Department of Labor petitions and documents on behalf of Towson University.**

## International Student & Scholar Office

Psychology Building 408

E-mail: [isso@towson.edu](mailto:isso@towson.edu)

Phone 410-704-2421; Fax 410-704-6040

Website: [www.towson.edu/isso](http://www.towson.edu/isso)

### **State of Maryland Approved Immigration Attorneys for Towson University Labor Certifications (Leading to U.S. Permanent Residency Eligibility)**

Please note that to practice law in the United States an individual must complete a four year undergraduate degree *in any discipline*, attend three years of an extremely broad curriculum at a professional law school, and then pass a state specific bar exam. These credentials qualify lawyers to practice in any area of the many complex specialized areas of law. They do not need any additional certification to qualify to practice in a particular specialization. In fact, some will take any case in a number of diverse areas. Immigration law and tax law are well known as the two most complex and difficult legal areas, and best practiced as narrow, single specializations. A competent immigration attorney usually has immigration law as 100% of his or her practice.

Through the years, international student advisors have advised many students and faculty who have run into trouble because of actions taken on the advice of an attorney. As employees of the university, we must always give the most prudent and conservative advice in immigration matters, protecting the integrity and reputation of our university, upholding personal high ethical standards as the individuals responsible for signing federal documents, and ensuring we do nothing which would have future negative legal complications for our university and its faculty or students.

For Towson University faculty interested in pursuing U.S. permanent residency through employment sponsorship, only certain attorneys are authorized to represent the University:

Dan Williamson

Attorney at Law

**Fragomen, DeI Rey, Bernsen & Loewy, LLP**

1101 15th Street NW, Suite 700, Washington , DC 20005, United States

[DWilliamson@fragomen.com](mailto:DWilliamson@fragomen.com)

[www.Fragomen.com](http://www.Fragomen.com)

**This sample of a search report, needed for a new faculty member's U.S. Permanent Residence application (part of the Labor Certification step), has been graciously provided by your colleague, Gail Gasparich. All unintelligible inserts were provided by ISSO, to maintain the anonymity of the faculty member described.**

DOL/ETA – Atlanta Processing Center  
Harris Tower  
233 Peachtree Street, Suite 410  
Atlanta, GA 30303

DATE

Dear Officer:

The Department of Biological Sciences conducted a national faculty search for an Assistant Professor in Cell and Molecular Biology (Search CSM-N-####) during the XXXX-XXXX academic year. We employed the following avenues of recruitment.

The search committee received XX qualified and complete applications for the position. Of these XX, five were interviewed. Of these five, three were considered to be less qualified, with potential deficits in either teaching experience or research potential.

Two were offered the position. The first offer was declined and the second offer was made to NAME, who subsequently accepted the offer. The committee felt that of the remaining five candidates, Dr. NAME was the most qualified and most likely to be successful at Towson University. HIS/HER extensive experience in the area of XYZ SPECIFIC DISCIPLINE AREA meshes well with the Department of Biological Sciences emphasis on SUCH AND SUCH AREA/S. HER/HIS expertise in the area of ABC allow for her/him to easily teach SPECIFIC COURSE/S OR SUBJECT AREAS, which was one of the requirements of the position.

Dr. NAME's academic background, a B.S. degree with honors in ACADEMIC DISCIPLINE from NAME OF UNDERGRAD INSTITUTION and a Ph.D. in ACADMIC DISCIPLINE from the UNIVERSITY OF QRS, prepared HIM/HER for a strong record of scholarship. HIS/HER postdoctoral experience at the ADDITIONAL SITE OF WORK EXPERIENCE IF APPLICABLE allowed HIM/HER to develop independence as a researcher and gain valuable grant writing skills (OR OTHER SUCH SUPPLEMENTARY OR REQUIRED SKILLS). SHE/HE is engaged in research that makes use of the latest population biology molecular biological (MENTION RELEVANT RESEARCH) techniques. Additionally, Dr. NAME had adjunct faculty experience, which made HIM/HER very competitive from the teaching perspective.

Please do not hesitate to contact me if you have any further questions.

Sincerely,

Gail E. Gasparich, Ph.D.  
Chair, Cell and Molecular Biology Search Committee  
Department of Biological Sciences  
(ggasparich@towson.edu)