

Instructions to Departments for Completing and Handling "Notice to Bargaining Unit Of Filing of Application for Permanent Alien Labor Certification"

(for Labor Certifications for Non-Visiting Faculty Titles only)

1. Complete a draft of the attached form as follows:

Name and date(s) of national professional journal where advertisement(s) appeared:

- ◆ may be a web-based and/or printed ad from national professional journal in the field
- ◆ you must have a photocopy of the ad(s) which show the name and date of publication and/or the screen prints of the advertisement from the first date it was posted online and the last (31st) date of posting, and an invoice documenting the start and end dates of the ad.

Job Title exactly as listed in advertisement(s):

Description of Job Duties exactly as listed in advertisement(s):

Job Requirements exactly as listed in advertisement:

- ◆ list ONLY "required" (not "preferred") credentials and qualifications as noted the ad(s)

2. Send the draft and a copy of the advertisement(s) to the Center for Global Services for review. If the draft is returned to you with suggested changes, make the changes and fax a copy of the corrected version to the Center (fax: x2-7992) for review.
4. When the draft has been approved by the Center, it will be forwarded with a cover sheet to the Office of Academic Labor Relations, Geology Hall, CAC.
5. The Office of Academic Labor Relations will:
 - ◆ sign the form, and send the original to the AAUP;
 - ◆ return a copy of the signed form to Global Services, who will in turn inform you
6. Submit the rest of your labor certification application packet.