

TO: _____, Dean
College of _____

FROM:

DATE:

SUBJECT: Labor Condition Application for Dr. _____

This office is preparing to submit a request to the office of the Associate Provost for Academic Administration to file a Labor Condition Application with the U.S. Department of Labor for Dr. _____ in order to petition U.S. Citizenship and Immigration Services for an H-1B work authorization on behalf of Dr. _____. As part of our filing of a labor condition application, Southern Illinois University must have available within one day of filing a **public inspection file** which includes, among other documents, a statement of how the College of _____ derived the actual wage for Dr. _____. Please assist me by providing a memo containing a brief description of the assistant professor wage scale in the College of _____ and how the actual salary of \$XX,000 for Dr. _____ was set for the coming year.