Procedure Statement

This procedure supplements System Regulation 33.99.09, Employment of Foreign Nationals. It applies to the employment of foreign nationals at Texas A&M University-Texarkana (A&M-Texarkana), but does not apply to the employment of international students.

Reason for Procedure

This procedure provides operational details specific to A&M-Texarkana regarding the implementation of System Regulation 33.99.09, Employment of Foreign Nationals.

Procedures and Responsibilities

1. ADMINISTRATION
   
   1.1 The Office of Human Resources (HR) is the designated office responsible for facilitating the employment of foreign nationals at A&M-Texarkana. This responsibility extends but is not limited to submitting supporting immigration documentation and providing administrative recommendations to employing departments.

   1.2 The President or designee must authorize the proposed employment of a foreign national.

       1.2.1 The Provost and Vice President for Academic and Student Affairs (VPASA) is designated to authorize the proposed employment of foreign nationals for faculty positions.

       1.2.2 The appropriate Vice President is designated to authorize the proposed employment of foreign nationals for staff positions.

2. EMPLOYMENT OF FOREIGN NATIONALS AT A&M-TEXARKANA

   2.1 Employment of foreign nationals at A&M-Texarkana is governed by the provisions contained in System Regulation 33.99.09, Employment of Foreign Nationals.
3. PETITIONS FOR PERMANENT RESIDENCY

3.1 In addition to requirements outlined in System Regulation 33.99.09, Employment of Foreign Nationals, §7, foreign nationals must receive at least two (2) performance reviews with overall ratings of above average or higher to be considered eligible for permanent residency sponsorship at A&M-Texarkana.

Related Statutes, Policies, or Requirements

System Regulation 33.99.09, Employment of Foreign Nationals

Contact Office

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Approved:

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9/24/14 Date