

UP 33.99.09.H0.01 Employment of Foreign Nationals



Approved: September 2014

Revised: May 19, 2020

Next Scheduled Review: May 2025

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 Affairs (VPAA) 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*](#).

Related Statutes, Policies, or Requirements

[System Regulation 33.99.09, Employment of Foreign Nationals](#)

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Approved:

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5/19/2020

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Date