

## 33.99.09.H0.01

# Employment of Foreign Nationals



Approved: September 2014

Revised: May 20, 2020

Revised: March 15, 2023

Next Scheduled Review: March 2028

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## Procedure Summary

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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.

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## Procedures and Responsibilities

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### 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\*](#).
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## Related Statutes, Policies, or Requirements

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

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## Contact Office

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