



Policy Title	University Sponsored, Employment-Based Immigration Policy	Effective Date:	06/14/2023
Policy #			
Functional Area	University Human Resources Learning & Talent/Academic Human Resources	Revised Date(s)	
Statement	<p>The University seeks to recruit and retain the highest caliber of talent to support the mission of the University. As a general rule, the University does not offer immigration sponsorship to foreign nationals. A foreign national is a person who is not a United States citizen, a United States national, a lawful permanent resident (green card holder) , asylee, refugee, or an individual who is otherwise authorized to work in the United States such that they can meet the requirements of Form I-9. In limited situations, however, and with the necessary approvals, sponsorship of foreign nationals may be available where exceptional circumstances exist such that sponsoring a foreign national is essential to hiring talent or scholars for specialized instructional positions, or for positions where there is a demonstrable lack of otherwise available talent in the labor pool for a specialized position.</p> <p>Under no circumstances will immigration sponsorship be available for student workers, graduate assistants, temporary employees (including grant funded employees), or part-time employees.</p>		
Philosophy	<p>The University does not discriminate based upon any protected classification, including, but not limited to national origin, and strives to cultivate a community of inclusion and belonging. The University also acknowledges its responsibility to comply with laws and regulations related to employment sponsorship of foreign nationals, and to give appropriate preference to candidates for employment who are duly authorized to work in the United States. In those situations where the University deems it appropriate to sponsor a candidate for employment as it relates to a visa or permanent residency, the University will support the candidate through the immigration sponsorship process by paying associated fees and costs to the extent outlined in the candidate’s offer of employment. The University will not cover any fees or costs related to the immigration or sponsorship of a candidate’s or employee’s family member(s).</p>		
Procedures	<p>Sponsorship of instructional employees for immigration purposes must be approved by the Provost or the Provost’s designee (Asst. Provost or above). Sponsorship of staff employees must be approved by the Chief Human Resources Officer. No employee or official of the University is permitted to make any promises or commitments related to immigration sponsorship without the approval of the Provost or the Provost’s designee (instructional) or Chief Human Resources Officer (staff). Any department seeking approval to sponsor an employee for immigration purposes must, in addition to meeting all other requirements, be able to support the budget necessary to effectuate the sponsorship process inclusive of filing costs and legal fees.</p>		

	<p>In the event that the sponsorship of a candidate for employment is approved as described in this Policy, the terms must be outlined in the candidate’s offer of employment. Given that the overwhelming majority of approved employee sponsorship arrangements involve instructional employees, the specific procedures for managing the elements of the visa or permanent residency processes are managed by Academic Human Resources.</p> <p>Sponsorship for permanent residency is only available where the University is able to prove that there are no available, qualified candidates that have the authorization required to work in the United States. In this regard, all regular vacancies are subject to all University policies and procedures related to recruitment and selection including, but not limited to, posting requirements and search committee review. Where the sponsorship of a candidate for either a visa or permanent residency is approved, ongoing support for the sponsorship will be contingent upon the employee’s post-hire satisfactory performance of their role.</p> <p>Should the University approve the sponsorship of a foreign national, the University will only support and honor petitions and other related documentation that is submitted on behalf of the University by a University agent or retained attorney. Privately retained attorneys do not have the authority to represent or bind the University in any way.</p>
Responsibility	<p>University Human Resources is responsible for implementing this Policy for Staff. Academic Human Resources is responsible for implementing this Policy for instructional employees. Any candidate or employee who is provided University support for immigration sponsorship is responsible for fully cooperating during all phases of the sponsorship process while maintaining an appropriate level of performance.</p>
Resources	<p>Staff Search Policy</p>