



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER..

Office of Institutional Compliance

PERMANENT RESIDENCE
PERMANENT LABOR CERTIFICATION (PERM)
FACULTY AND STAFF
DEPARTMENT CHECKLIST & QUESTIONNAIRE
(FY 2020)

Complete ONSCREEN & Submit ELECTRONICALLY
NO HANDWRITTEN REQUESTS WILL BE PROCESSED.
THANK YOU FOR YOUR COOPERATION!

TTUHSC Institutional Compliance
Immigration Compliance & Services
3601 4th Street, MS 8165
Lubbock, TX 79430
Phone: (806) 743-3949
Email: ICS@tuhsc.edu

DEPARTMENT REQUEST FOR PERMANENT RESIDENCE PETITION – PERM

CHECKLIST:

- ___ Complete Questionnaire
- ___ Copy department offer letter with proof of acceptance or employment agreement
- ___ For teaching positions: copy of all job postings (print or online) and other recruitment efforts

At the second stage of the process, the department will need to request a check for USCIS filing fees. Please do not have this check processed until ICS specifically requests that do so. We are providing the check information for Informational purposes only at this time.

Purpose: Immigration Filing Fees for: (insert employee's name) _____

Amount: See ICS Filing Fee Guidance

Payable to: US Department of Homeland Security

Address: USCIS
Attn: I-140
P.O. Box 660128
Dallas, TX 75266

See ICS Filing Fee Guidance at <https://www.ttuhs.edu/compliance/> for correct USCIS filing fee and Payment Services' process for requesting immigration checks.

Depending on the foreign employee's country of citizenship or nationality, there may be a delay before the Foreign Employee can apply for a permanent residence ('green card'). In those situations, TTUHSC will continue to extend the current work visa status to ensure uninterrupted employment. Employees so affected should regularly review the Department of State's monthly Visa Bulletin to determine when they can file the I-485 application(s). The Visa Bulletin can be found at <http://travel.state.gov/content/visas/english/law-and-policy/bulletin.html>.

- The Department is not required to pay the legal or filing fees related to the Foreign Employee's personal portion (i.e. I-485 application) of the "green card" process. However, if the department chooses to do so, they may. I-485 fees are not business expenses, and are considered income to the Employee. Therefore, there are tax consequences to the Employee if the Department pays the I-485 fees.

DEPARTMENT QUESTIONNAIRE

Department Name:	
Department Contact:	Name: _____ Phone: _____ Email Address: _____
Employee Name:	Last Name: _____ First Name: _____ Middle Name: _____
Country of Citizenship:	
Country of Birth:	
Job Title:	
Academic Degree Required for Position: (degree level and area(s) of study)	
Minimum Years of Experience Required for Position:	
Brief, Non-Technical Description of Duties: <i>___ If Position Description (PD) is attached, please check the box</i>	
Provide ALL worksite names and addresses:	Primary Worksite: _____ Additional Worksite #1: _____ Additional Worksite #2: _____
Annual Salary or Hourly Wage Rate:	
Additional Compensation, if any:	
Was Employee given a written Offer Letter:	Yes No
Date of Job Offer:	
Is this a teaching position?	Yes No
Was a recruitment effort undertaken:	Yes No

EVIDENCE OF RECRUITMENT EFFORT

NON-TEACHING & NON-FACULTY POSITIONS



STOP HERE - DO NOT COMPLETE THE REMAINING PAGES AT THIS TIME.

TTUHSC will be required to undertake a blind market test to show that no US workers can be found who are ready, willing and able to fill the position now being filled by the international employee. The Department of Labor has specific job posting requirements for the blind market test and you will work with ICS to create a job posting and post the job opening in all advertising vehicles required by the Department of Labor. The remaining pages in the questionnaire will be completed based on the results of the blind market (recruitment effort).

Please send only the pages above to ICS at this time. Thank you!

FACULTY & TEACHING POSITIONS

PLEASE CONTINUE AND COMPLETE THE REMAINING PAGES OF THE QUESTIONNAIRE.

Please remember to provide a copy of the advertisements placed or proof that an advertisement was placed (e.g. invoice, email confirmation, etc.)

DEPARTMENT RECRUITMENT REPORT – FACULTY & TEACHING POSITIONS ONLY

ICS will create a Recruitment Report but the Department’s assistance is needed in completing the Recruitment Charts that follow.

1. For *teaching positions (only)*, please use the attached Recruitment Chart to state why the Foreign Employee was more qualified than the US workers who applied. If you had a large number of applicants (more than 30) you can list only the names of the applicants who were actually interviewed (either on or off campus).
2. For *teaching positions (only)*, please also include a copy of the Search Committee Report and resumes received for the position filed.
3. Complete the Hiring Department Recruitment Statement below:

We received _____ applications for the position of Assistant Professor of _____. Our search committee rejected applicants for a variety of reasons mainly relating to lack of relevant academic degree, incomplete applications, poor references, and/or non-complementary research interests. _____ (insert # of applicants) applicants warranted further interview; and information about the recruitment process as it pertained to those _____ (insert # of applicants) applicants, is in the Recruitment Chart.

EXAMPLES OF HOW TO COMPLETE CHARTS & STATEMENT

We received **97** applications for the position of **Assistant Professor of Biological Sciences**. Our search committee rejected applicants for a variety of reasons mainly relating to lack of relevant academic degree, incomplete applications, poor references, and/or non-complementary research interests. **Fifteen (15)** (insert number) applicants warranted further interview; and information about the recruitment process as it pertained to those **15** (insert number) applicants, is in the Recruitment Chart.

RECRUITMENT CHART FOR TEACHING POSITION: LECTURER, ECONOMICS

NAME OF APPLICANT	U.S. WORKER?	REASONS WHY U.S.WORKER WAS NOT BEST QUALIFIED
Jane Doe, PhD	Not Asked	High salary demand; incompatible research interests.
John Doe, PhD	Not Asked	Offered position but declined
J. Doe, PhD	Not Asked	Poor oral presentation, difficult to follow; led to concerns about ability to teach

RECRUITMENT CHART FOR NON-TEACHING POSITION

TO BE COMPLETED BY ICS ONLY

FOREIGN EMPLOYEE: _____ JOB TITLE: _____

DEPARTMENT: _____ NUMBER OF RESUMES RECEIVED: _____

ADVERTISING VEHICLE/PLACE	DATES OF ADVERTISING/RECRUITMENT (mm/dd/yyyy – mm/dd/yyyy)
	-
	-
	-
	-
	-
	-

NAME OF APPLICANT	U.S. WORKER? Yes/No/Unknown	REASONS WHY U.S. WORKER WAS NOT BEST QUALIFIED

EXAMPLE

RECRUITMENT CHART FOR HEALTH SOFTWARE ENGINEER, PATHOLOGY

NAME OF APPLICANT	U.S. WORKER? YES OR NO	REASONS WHY U.S. WORKER DEEMED UNQUALIFIED
John Doe	Yes	Did not respond to 3 interview requests
Jane Doe	Yes	Did not have sufficient knowledge of XX software
J. Doe	Yes	Refused offered salary