

Earlham College Work Authorization Process May 2021

The following identifies a timeline, eligibility and process for Earlham employees seeking Permanent Residency. Earlham, through their chosen council, will facilitate the necessary process steps as outlined below. Processes below will follow the guidelines of the Government's Permanent Residence Process.

TIMELINE:

1. Earlham will initiate the Permanent Residency process for administrative faculty and tenure track teaching faculty no later than six months after the employee signs their job offer letter, or fifteen days after their employment begins, whichever is later.
2. The Labor Certification Application will be filed when appropriate within the context of the Government's Permanent Residency Process and this will occur within fifteen months after the official hire date.
3. The I-140 will be filed when appropriate within the context of the Government's Permanent Residency Process and should the process reach this step under standard processing, the filing will occur within six months of the approval of the labor certification.
4. Earlham shares the I-140 with the employee as soon as it is returned, and the employee is responsible for filing the I-485 in a timely manner.

ELIGIBILITY:

1. Earlham College and Earlham School of Religion consider eligible employees to include Tenure Track Teaching Faculty and Permanent Administrative Faculty in specialized positions where H1B authorization has been secured.
2. Earlham College will pay all associated fees for submitting application for Permanent Residency for eligible employees. This does not include fees for family members.
3. Premium processing will be utilized only in the process of securing H1B authorization.

TRANSPARENCY:

1. The College will post the immigration timeline and eligibility, as well as the process for reporting concerns about same on its public-facing website.
2. This webpage will be amended twice annually, if needed, to reflect changes in federal immigration policy.

PROCESS FOR REPORTING CONCERNS

1. Reporting of a concern should be made to the supervisor of the employee.
2. For teaching faculty, the supervisor is the Chief Academic Officer.
3. The supervisor will confer with HR or with other relevant parties to make sure the discrepancy is addressed.

4. The supervisor must acknowledge the report in a timely manner to both the employee and the convener of the employee's department or program, and layout a timeline for addressing the concern.