

MICHIGAN STATE UNIVERSITY

March 19, 2018

TO: Deans, Directors, and Chairpersons

FROM: Theodore H. Curry II, Associate Provost and Associate Vice
President for Academic Human Resources

Paulette Granberry Russell, Director of the Office for Inclusion and
Intercultural Initiatives and Senior Advisor to the President

SUBJECT: Crosswalk of Hiring Waiver #1

This is communication #5 in a series of communications regarding changes to the academic hiring processes.

Effective May 21, 2018, new policies for faculty and academic staff hiring will be implemented. Please see the memo dated January 22, 2018 for information about the new policies.

As noted in previous communications, we currently allow waivers of the posting process to facilitate hiring in certain situations. Moving forward, some of those hiring waivers will be eliminated.

Waiver # 1 is currently defined as: *Appointment for less than two semesters (9 months), or appointment for a full year at 50% time or less.* This waiver will be eliminated and will follow the POSTED POSITION hiring process, as this waiver does not meet allowable hiring standards. This means that all hiring previously facilitated under this waiver will now be required to follow a standard recruitment process, utilizing our PageUp applicant tracking system. Some key points for consideration:

- All openings shall be posted in PageUp, regardless of the FTE or length of appointment (unless the appointment lasts 3 days or less).
- We will continue the centrally funded contract with Inside Higher Education, fulfilling the national/regional posting requirement outlined in the Academic Hiring Manual.
- Multiple openings (up to 10) may be included under one posting, allowing for continuous recruitment on a rolling basis. These postings are called pool postings. Communication #4 highlights additional information about pool postings.
- All recruitment procedures shall be followed, including identification of a search committee (made up of a minimum of 2 individuals), internal vetting of applicants, and approval of the interview list.



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- A standing search committee may be utilized to help streamline and standardize the recruitment/review process.
- Individuals previously hired under waiver #1 will be allowed to be reappointed. All new openings as of May 21, 2018 will follow the posted position process.
- Faculty and Academic Staff hired into “fall only” or “spring only” appointments may be reappointed into these positions without the need for a posting. Units will be asked to identify these positions and postings for new positions will be required to include language about the recurring nature of the appointment.

Active recruitment involves the identification of qualified candidates for openings. We encourage units to continue active recruitment activities. When candidates are identified, units will direct them to apply to the appropriate posting. While unexpected circumstances may occur from time-to-time that may hinder a unit’s ability to follow a standard recruitment process, we expect that most positions will be posted. We will consider requests for exceptions to the posting process on a case-by-case basis, through the requested exception process.

The Faculty Search Toolkit is an excellent resource developed to assist units with conducting successful faculty and academic staff searches: https://www.adapp-advance.msu.edu/sites/default/files/files_adapp-advance/publication/FacultySearchToolkitFall2013_0.PDF

Please contact Academic Human Resources (517-353-5300), the Office for Inclusion and Intercultural Initiatives (517-353-3924), or Human Resources (517-353-4434) should you have any questions.