

MICHIGAN STATE UNIVERSITY

April 5, 2018

TO: Deans, Directors, and Chairpersons
HR Unit Representatives

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 Waivers #2 & #4

This is communication #6 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.



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Waiver # 2 is currently defined as: The waiver of a posting procedure utilized for visiting faculty/academic staff. This waiver is only to be used for faculty and academic staff who are visiting on a short-term basis (i.e., 2 years or less) and who intend to return to their home institution or agency from which they are visiting.

Michigan State University supports the exchange of knowledge, research, and teaching facilitated through scholars who are employed as visitors. We will continue this hiring practice moving forward, but for a limited group of appointments. Paid appointments for those who are classified as visiting scholars and/or faculty on sabbatical appointments are not considered “employment openings” and therefore, the hiring process is no longer considered a waiver. These are appointments in which the University is presented with an opportunity to employ an individual for which an opening would not otherwise be available. Individuals hired into a visiting appointment may not exceed two years and the appointment must be designated as visiting. Please note that this appointment type shall not be used to circumvent the required posting process for employment openings.

Waiver #4 is currently used to directly hire adjunct/clinical/on-call faculty and academic staff. Appointments established for individuals in the adjunct and clinical categories (i.e., unpaid appointments) will remain allowable as direct appointments

as these are not considered “employment openings.” However, paid appointments (i.e., on-call) establishes an employment opening and must follow the standard posting process.

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.