

**MICHIGAN STATE**  
**UNIVERSITY**

February 23, 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:** Hiring Research Associates (Post-Docs) - Crosswalk of Hiring  
Waivers 6, 7, & 8

This is communication #3 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 23, 2018 for information about the new policies.

MSU's academic hiring procedures currently allow for the waiver of posting procedures for certain Research Associate appointments. We often refer to this group of employees as "Post-Docs". As a point of clarification, Research Associates should not be confused with Post-Doctoral Fellows – Post-Doctoral Fellows are not MSU employees and are appointed in a "no pay" capacity.



**OFFICE OF THE  
PROVOST**

Michigan State University  
Hannah Administration Building  
426 Auditorium Road, Room 430  
East Lansing, Michigan 48824

Phone: 517-355-6550  
Fax: 517-355-9601  
provost.msu.edu

**Presently:**

Waiver # 6 is defined as: *Research Associate appointment due to emergency or jeopardy of the grant.*

Waiver #7 is defined as: *Research Associate appointment in position with highly limited availability due to specialty.*

Waiver #8 is defined as: *Research Associate appointment in position with unique circumstances that limit open candidates.*

**Moving forward:**

Effective May 21, 2018, these hiring waivers will be eliminated. Units will be required to follow the POSTED POSITION hiring process, as these waivers do 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 employment openings shall be posted in PageUp, regardless of the FTE or length of appointment (unless the appointment lasts 3 days or less or meets another qualified exception).
- We will continue the centrally funded contract with Inside Higher Education, fulfilling the national/regional posting requirement outlined in the Academic Hiring Manual. Additional recruitment advertisements will not be required. However, outreach/active recruitment will still be encouraged in an effort to identify a robust and diverse applicant pool.
- Multiple openings (up to 10) may be included under one posting, allowing for continuous recruitment on a rolling basis.
- Individuals currently hired at MSU under a waiver will be allowed to be reappointed. All new openings as of May 21, 2018 will follow the posted position process.

The Department of Computational Mathematics, Science and Engineering (CMSE) has developed the following process for recruiting and hiring Research Associates that we offer here as a useful model:

1. CMSE will form a standing search committee for vetting and hiring Research Associates that will consist of the Department Chair, Associate Chair, and one other individual.
2. CMSE will utilize a standing posting for all open Research Associate positions that includes the required credentials for the specific areas of expertise sought. The posting may highlight multiple areas of expertise and CMSE will hire up to 10 Research Associates from one posting (also known as a “pool posting”).
3. Faculty in CMSE who wish to hire a Research Associate will be able to recruit on their own, directing interested applicants to the MSU posting (with the posting number).
4. The faculty member(s) hiring a Research Associate will review candidates with the hiring committee to identify a list of candidates that meet their needs.
5. The candidate list will be sent to OIII for approval of an interview via Skype/Zoom. CMSE has chosen to forgo an on campus interview for Research Associates, as a Skype/Zoom interview will meet their needs.
6. Once the interview list is approved, CMSE will move forward with their standard vetting and hiring process.

We are aware that unexpected circumstances may occur from time-to-time that may hinder a unit’s ability to follow a standard recruitment process. We will consider requests to deal with these events on a case-by-case basis, through the requested exception process.

Elimination of this waiver is a significant departure from previous hiring processes. We encourage units to plan ahead and to utilize tools available (i.e. pool postings and/or a standing search/review committee) to help facilitate a smooth transition. 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.