

MICHIGAN STATE
UNIVERSITY

May 22, 2017

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: Changes to the Academic Hiring Process

The hiring of faculty and academic staff has long been guided by the procedures and principles set forth in the Academic Hiring Manual. The purpose of the academic hiring process is to:

1. Recruit and hire the best complement of faculty and academic staff, while advancing diversity of the University's academic workforce
2. Provide substantive and procedural accountability for University commitments to a fair, legal, and effective recruitment process which advances academic workforce diversity
3. Ensure implementation of principles of affirmative action and equal opportunity in hiring faculty and academic staff
4. Permit review and authorization of academic position requests with respect to budget and program priorities
5. Provide a compilation of information in an accessible, understandable, coherent, effective format, so that those responsible at MSU can meet requirements of a fair, legal, and effective hiring procedure
6. Satisfy legal requirements of the Office of Federal Contract Compliance Programs (OFCCP) and other federal and state laws



**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

The academic hiring process requires the posting of all open vacancies. The process has historically also allowed for the waiver of the posting and search process in limited circumstances. A review was recently conducted by our offices to understand how the waiver processes have been utilized over the past several years. The review concluded that over time, the use of waivers to facilitate the hiring of faculty and academic staff has increased significantly.

As a result of this review, it was determined that a reassessment of the continued use of academic hiring waivers was in order. MSU is committed to ensuring a fair, legal, and effective hiring process that advances diversity within our faculty and academic staff ranks. It is important that our processes consistently align with and support that commitment.

Additionally, after further review of pertinent regulations, it was determined that a waiver of the posting procedures is only permissible by federal law in the following three circumstances:

- Positions for executive and senior management (as defined by federal regulations),
- Positions filled internally, and
- Positions lasting three days or less.

To this end, changes to the academic hiring process are necessary. Effective April 17, 2017 our offices began to communicate that requests to utilize hiring waivers 16, 17, and 18 (otherwise known as partner/spousal appointments, uniquely qualified individuals, and “other” hires) will no longer be approved. These positions are to be posted and all candidates will be required to apply to the open position at that time. Within the requirement to post all positions, Academic Human Resources will work with units to accommodate partner/spousal candidates on an expedited basis.

A second phase of changes will occur to hiring waivers 1-13 in the near future. At this time, waivers numbered 1-13 will continue to be approved until process changes are carefully reviewed, crafted, and implemented. The office of Academic Human Resources is working closely with the Office for Inclusion and Intercultural Initiatives and Human Resources to assess the nature of the changes required, as well as to develop detailed communication, policies, and procedures.

We recognize that this process represents a departure from what has been common practice at MSU for years. However, the University is committed to recruiting and hiring the best complement of faculty and academic staff, while advancing diversity and the quality of the University's academic workforce.

Please feel free to contact Academic Human Resources at 517-353-5300 should you have any questions.