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.
• 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.