

Academic Hiring Processes

Frequently Asked Questions

Q -- Do I still need to send hiring waiver requests, now known as exceptions to posting, through the dean's office?

A -- No. Exceptions to posting should be submitted through an Academic Position Request form in EBS. A justification for the exception and the preferred candidate CV should be included. These forms will route electronically first to Academic Human Resources (AHR) and the Office of Inclusion and Intercultural Initiatives (I3) for review and approvals. If approved, the request will then go through regular workflow (department, college, funding lines) for further approvals. Once processed at Central HR, the position number will be available for use -- units can then directly appoint the candidate into the position via a new appointment form in EBS.

Q -- Can we request an exception to posting for a Research Associate position?

A -- No. Research Associate positions are considered employment vacancies and must be posted.

Q -- What are some examples of exceptions to posting that are acceptable?

A --

- Recruitment contingent hires (i.e. spouse/partner or faculty/academic staff hired as part of the team of a recruited individual).
- Positions filled internally within MSU – for example, appointment category shifts (such as fixed-term to continuing system).
- Emergency hires (i.e. immediate teaching needs due to extenuating circumstances that did not allow time for search and recruitment efforts through a posting). Emergency requests should be few and should focus around a unit's inability to carry out mission-critical functions.
- Situations where a candidate was selected through a search process for a posted tenure system position, but VISA issues are delaying the process of being able to appoint in the tenure system – an exception may be requested to temporarily appoint in a fixed-term position, in which case a new position number is necessary for the fixed-term position.

Q -- Can we request an exception to posting based on a candidate's unique qualifications?

A -- No. The position must be posted and made available for all applicants.

Q -- We hire instructors to teach a fall only or spring only class each year. Do we have to post these positions?

A -- Initially, yes. The position should be marked as “recurring” at the time of posting. The unit would then be able to rehire the same instructor each fall or each spring without the need for a new posting.

Q -- Are there any circumstances in which we can directly appoint someone without requesting an exception to posting?

A -- Yes. These positions include:

- No-Pay Appointments (including postdoctoral fellows).
- Retirees (rehired within two years of retirement)
- Assignment into an administrative role in which the administrative responsibilities are 50% or less of the total duties. The incumbent may have additional non-administrative duties assigned to the role.
- Visiting Scholars – these appointments are short-term and people should not be appointed at MSU for more than two years.
- GA Summer Appointments – for summer only (5/16 – 8/15) of fixed term Assistant Instructor/Instructor appointments of former graduate assistants.
- Reappointments of fixed-term faculty/academic staff into the same position (same organizational unit, same duties)
- Recurring Reappointment – for reappointing an employee into a previously held fixed-term annually recurring position. Position must have been established as recurring and previously held by the employee.
- On-Call Agreement – for appointing an employee into an on-call position immediately following the completion of a paid appointment, provided that the position duties do not change (e.g. employee has agreed to stay on-call for a transition period).

Q -- We want to hire an on-call faculty/academic staff. Do we need to post the position?

A -- Yes. Paid appointments establishes an employment opening and must follow the standard search, recruitment and posting process.