

## **WHEN IS A HIRING MODIFICATION FORM REQUIRED AND WHAT APPROVALS ARE NEEDED?**

On March 25, President Stanley communicated his directive to unit leaders for the University to observe some modifications to hiring, as a result of the coronavirus situation and its impact on the University. In his communication, President Stanley noted that “effective immediately and until further notice, all hiring decisions must be approved by the relevant vice president or provost, who will consult with the president as needed.”

University Guidelines - <https://hr.msu.edu/ua/hiring/faculty-academic-staff/hiring-modifications.html>

### **FAS and Support Staff Hires**

Dean and Provost “Hiring Chill” approval is required for all new on-call, part-time, and full-time FAS and Support Staff positions. This includes non-standard hires such as Visiting Artists, Scholars, Lecturers.

Dean approval is required for FAS appointments where a new search approval is not required.

- Any hiring from existing pool searches approved prior to March 25
- Overload payments for course coverage, curriculum development, or other assignments not in the current contract.
- Funding used to increase the employment percentage of FAS appointment.

### **Temporary and On-Call Staff**

Chief of Staff approval is required for all temporary and On-Call hires. All TOC hires will be reviewed yearly by the Chief of Staff.

Note: All Hiring Modification Forms that do not require Provost approval do not get attached to hiring documents. This is an internal form that remains in the Dean’s Office and the Unit.

Hiring Modification form:

<https://hr.msu.edu/ua/hiring/documents/hiring-modification-approval-form.pdf>

Hiring Modification Forms need to include a solid rationale for the position and should be written for someone who does not know the department or college structure when it needs Provost approval. It is important to include the following:

- 1) Name of unit and college, semester/year, percentage, and title of position.
- 2) Rationale for search: course/curricular need, enrollment history and current demand, student success considerations, course cost and source of funding.
- 3) Rationale for why a search is necessary at this time.