

Support of Request for Approval to Hire Faculty or P&A Employee Through No Search Process

The approval process to hire a faculty or P&A employee without a search ensures the proposed hire is well qualified for the particular position, standards for granting tenure or continuous appointment are met where applicable, and unit affirmative action and diversity goals are furthered. Use this cover sheet to accompany materials being submitted in support of a no search hire. Materials should be provided to the Office of the Vice President for Human Resources, 120 Morrill Hall, and that office will route them for other required final approvals. Following the conclusion of the approval process, the entire file will be sent to the hiring unit for retention.

Describe the proposed hire:

Outstanding current University employee

If yes, has the proposed hire received a letter of non-renewal in the position currently held?

Yes or No

Spouse/Partner

If yes, provide the following information:

Primary hire name:

Primary hire position:

Unit making primary hire:

Outstanding external individual

Attach the following items:

1. Requisition printed from the on-line employment system, including the full job description for the position.
2. Curriculum vitae or résumé of the proposed hire.
3. If applicable, copy of letter of non-renewal for the proposed hire.
4. Memo from the appropriate senior official (President, Vice President, Provost, Chancellor, or Dean) to the Vice President for Human Resources and the Director of Equal Opportunity and Affirmative Action with the following items:
 - a. Statement of proposed faculty or rank, academic appointment title, salary, term, and percentage time of the proposed hire.
 - b. Statement describing the funding arrangements for the proposed hire.
 - c. Description of how the subject matter or professional expertise and other credentials of the proposed hire fits the position and impacts the unit's existing academic priorities and long-range plans.
 - d. Analysis of credentials supporting appointment in rank. If appointment includes tenure (appointment type P) or a continuous status (appointment type G) in the case of academic professionals, include the results of a vote of tenured faculty or appropriate review committee. If a ballot cannot be taken at the time of hire, describe the plan for voting; all documentation must indicate that tenured or continuous appointment is contingent on the recommendation to be made a later date.
 - e. Statement regarding whether the job group is underrepresented and/or the hiring of the individual will make a positive contribution to affirmative action obligations in the hiring unit (and in the hiring unit of the primary hire if the proposed hire is a spouse/partner). In addition, describe the department's convincing pattern of commitment to diversity and affirmative action.
 - f. If the proposed hire is not a spouse/partner, explain why the no search process is being used versus conducting a search, describing:
 - i. How the subject matter and skills of the proposed hire are consistent with the unit's existing academic priorities/plans and organizational goals.
 - ii. In the case of current University employees, whether and how the demonstrated performance and competencies of the proposed hire and consistent with the unit's workforce planning or succession planning.
 - iii. In the case of academic administrators, the adequacy of the candidate's affirmative action accomplishments and the results of the consultation process.