

**Academic Areas  
Provost Office Hiring Approvals**

Per [memorandum dated December 6, 2016](#), Provost Bernardo directed academic areas to obtain specific approvals for all Faculty, Administrative Professional (AP), and Civil Service (CS) hires. The following provides detailed guidance on WSU's policy and approval process for academic area hiring approvals beginning December 6, 2016. For additional information, see Provost Office Q&A [here](#).

**Hiring approval requirements do NOT apply to:**

- Letters of offer mailed but not signed as of December 6, 2016
- Student and hourly appointments
- Positions that fall within the budget area of WSU Tri-Cities or WSU Vancouver; and positions that are located outside of Pullman, and do not fall within the central budget
- Non-academic areas

**Hiring approval requirements:**

1. All permanent and temporary Faculty hires are subject to Provost Office approvals and are limited to those positions already appearing on an academic unit's FY-17 hiring plan and agreed upon with the Provost as included in the area's budget plan as presented at the Fall budget hearings.
  - For areas operating in a deficit situation, agreement must be reached with the Provost's Office concerning the area's recovery plan and associated faculty positions to be included before hiring approval is granted.
2. All permanent and temporary AP and CS hires are subject to Provost Office approvals and are restricted to essential positions.
  - "Essential positions" are defined as positions that, if not filled, will result in a significant risk of program failure. Every effort should be made to reallocate personnel to cover an open position prior to requesting hiring approval.

**Procedures for new authorization requirements:**

For hires meeting the above requirements, academic areas will obtain approval from the Provost Office prior to submitting the posting in OPDRS.

For recruitments in process as of December 15, 2016 for which **no written offer has been distributed to the appointee**, academic areas should obtain the required approvals.

Prior to posting a position in OPDRS, the appointing authority must select one of the following certification statements.

*Provost Office Approval*

*I certify this hire is subject to the Provost and EVP's December 6, 2016, hiring approval directive and that all required approvals have been obtained.*

*I certify this hire is not in an academic area and therefore, exempt from the Provost and EVP's December 6, 2016, hiring approval directive.*