MEMORANDUM

TO: Academic Deans

FROM: Daniel J. Bernardo, Provost and Executive Vice President

SUBJECT: Hiring Process and Approval Update

DATE: December 6, 2016

Effective immediately, approval from the Provost's Office is required for all (permanent and temporary) Faculty, Administrative Professional (AP), and Civil Service (CS) hires. Please ensure your respective faculty and staff are privy of this change and the need to send all hiring requests to the Provost's Office.

Staff hires are restricted to essential positions, where "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.

Faculty hires 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.

When submitting a hiring request for AP or CS positions, the following information should be included for each proposed position: (1) academic unit, (2) position title and classification, (3) status of position: new or replacement (include position number), (4) source of funds, (5) position description, and (6) position justification. Please use the following format (demonstrated for a hypothetical AP position):

Academic Unit:	Department of Biochemistry
Position Classification/Title:	AP, Academic Director
Status of position:	Replacement (#123456)
Source of Funds:	State PBL
Position Description:	50-100 word description of roles and responsibilities of proposed position.
Justification:	50-100 word justification of proposed position, emphasizing its essential nature and why existing staff are not sufficient to meet program need.

When submitting a faculty position request, the following information should be included for each proposed position: (1) academic unit, (2) area of specialization, (3) location, (4) appointment type, (5) academic rank if applicable, (6) source of funds, and 7) status of position: new or carryover (from previous hiring plan). Please use the following format (demonstrated for a hypothetical finance position):

Academic Unit:	Department of Finance and Management Science
Area:	International Finance
Location:	Pullman
Appointment:	9-month, Academic
Rank:	Assistant or Associate
Source of Funds:	State PBL
Status of Position:	New
Justification:	50-100 word justification of proposed position, emphasizing its essential nature and connection to the university, college, and/or unit strategic plan (be specific).

All hiring requests should be submitted through the Dean's Office and include explicit approval by the Dean. Please submit requests to Don Holbrook (holbrook@wsu.edu) and copy Kristina Peterson-Wilson (kpeterson2@wsu.edu). To the extent possible, it would be helpful to bundle multiple requests. We will strive to turn around requests in no longer than five working days. If you have any questions, you are welcome to contact Kristina Peterson-Wilson (509-335-8915) or Don Holbrook (509-335-4517).

We want to provide as much hiring flexibility as possible to those with hiring authority at the area level; however, please be reminded that hiring of new or replacement personnel must be conducted with the area's current fiscal situation and possible FY-18 budget scenarios in mind.

Thank you for your assistance.

Cc: Joan King, Associate Vice President and Chief Budget Officer, Budget Office
           Theresa Elliot-Cheslek, Associate Vice President and Chief HR Officer, Human
              Resource Services
           Don Holbrook, Executive Director, Office of the Provost
           Kristina Peterson-Wilson, Executive Assistant, Office of the Provost