

**Hiring Process and Approval Q&A for Academic Areas  
(Pertaining to Provost Bernardo's Memorandum dated December 6, 2016)**

**Position/Hiring Questions**

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Q-1: How will areas track requests and approvals?

A-1: *Each Dean (with the support of the Dean's Office staff) is responsible to collect, review and recommend an action on each request. This list, including both those positions you recommend filling and those requests that you, as Dean, have been denied, will be forwarded to the Provost Office for review. It is essential that we track both approved and denied requests.*

*In an attempt to help reduce the administrative burden, the Provost's Office has designed a web form that can be used for each request. After a request has been acted on at the Dean's Office, the request should be emailed to WSU.Provosts.Office.edu. It will then be logged into the Provost's tracking system, and a response will go back to the designated individual(s) in the dean's office as quickly as possible, but no later than 5 working days after receipt.*

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Q-2: Do the hiring approvals apply to all types of faculty positions?

A-2: *Yes, this process applies to all types of faculty (tenure, tenure/track, instructor, clinical, post doc, permanent & temporary).*

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Q-3: Does the hiring approval process apply to positions on all fund sources?

A-3: *We recognize that most externally funded grants (funds 145-01 and 145-02, programs 11-14) will require some hiring activity in order comply with the grant contract's signed budget and outcome deliverables. However, we need to monitor and control expenditures on all sources of funds; hence, these do need to come through the approval process.*

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Q-4: Do the guidelines apply to searches already in progress?

A-4: *There currently exists some confusion about what searches are active across our academic areas. Don Holbrook will be contacting each AFO to gain a complete list of all active searches. Searches that are currently underway must be reviewed by the Dean and the Provost. Positions appearing on the agreed upon list do not require resubmission through the process.*

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Q-5: Do guidelines apply to letters of offer mailed but not signed as of December 6, 2016?

A-5: *No. It is advised that the Dean's Office keep a record of the approval.*

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Q-6: Do guidelines apply to filling a vacant position that has permanent (pbl) funding on it?

A-6: *Yes.*

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Q-7: What criteria is used to determine whether a position is filled?

A-7: *The Provost outlined this in his December 6, 2016 memo to the Academic Deans. The criteria include:*

- *Staff hires are restricted to essential positions, where "essential positions" are defined as position 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 plan approval is granted.*

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Q-8: Are student or hourly appointments (non-student hourly) subject to this process?

A-8: *No. The University employs student and hourly employees to perform a variety of activities that are critical (e.g. grading, lab instruction, instructional lab set-up, lab stockroom staffing, media preparation, etc). Accordingly, the Provost has authorized each Dean to fill student and hourly positions based on their specific needs, while still working within the area's budget plan.*

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Q-9: Are faculty that are affiliated with the college, but located on another campus subject to this process?

A-9: *If the position falls within the budget area of WSU-TC and WSU-V, the dean should work within the approval process of the campus. For positions that are located outside of Pullman, but fall within the central budget (e.g., WSU-Spokane, Everett, Bremerton, County Extension, research and extension centers), the approval process should be followed.*

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