Mission-Critical Hire Requests and Salary Increase Requests for
Provost’s Office Reporting Units and Pullman Academic Colleges
February 1, 2021

The Office of the Provost and Executive Vice President will conduct critical reviews of academic area personnel requests in accordance with the COVID-19 Hiring Freeze announced April 1, 2020, by President Kirk Schulz. The COVID-19 Hiring Freeze limits the hiring of tenure and career track faculty, administrative professional (AP), classified staff to mission-critical positions.

Until further notice, academic area personnel requests are to be submitted through Workday and must include a comprehensive justification for the mission-critical need and must contain the elements denoted below in the comments section, if it is not clearly captured in the Workday submission process. Requests will either be approved or denied during the business process transaction and should not be acted upon until the process has been completed within Workday.

(1) area of specialization
(2) location
(3) appointment type
(4) academic rank, if applicable
(5) source of funds
(6) status of position: new or carryover (from previous hiring plan)
(7) position justification: the justification must provide a rationale for the position’s essential nature and connection to the university, college, and/or unit strategic plan
(8) justification must also include how the position and search process will help to achieve Washington State University’s commitment to creating an ethical and socially just society through teaching, scholarship and outreach that promote equity, diversity and inclusion.

Requests submitted to the Office of the Provost outside of Workday will no longer be reviewed and/or accepted. Additional information is provided below about academic area faculty, administration professional, and civil service positions.

The following transactions require justification as outlined above. The Workday business processes will route to the Provost’s Office for consideration.

**Academic Area Faculty**
- Requests to recruit for vacant faculty positions.
- Direct hires, for fixed-term faculty that do not go through the recruitment process and the job is for greater than one year.
- Change Job processes including changes in appointment status from temporary to permanent or permanent increases to FTE.

**Academic Area Administrative Professional (AP) and Civil Service (CS)**
- Requests for recruit for vacant AP or CS positions.
- Direct hires for fixed-term AP that do not go through the recruitment process and the job is for greater than two years.
- Change Job processes including changes to a job status from temporary to permanent or permanent increases to FTE.
Exceptions
- Hiring or renewal of non-tenure track or non-career track faculty for one year or less
- AP appointments for two years or less
- Project civil service positions
- Hourly student and non-student positions
- Graduate assistantships

Areas utilizing the exception terms above must put the following language in the Workday comments section:

- This position is mission-critical and has been authorized by the VP/Dean/Chancellor and meets the hiring freeze criteria.

Salary Increase Requests
- Faculty
  - A salary increase request for faculty must be initiated through Workday and include a comprehensive justification within the comments section. Approval by the Office of the Provost and Executive Vice President through the Workday process is required before a salary increase may be offered.

- Administrative Professional and Civil Service
  - A salary increase request for staff must be initiated through Workday and include a comprehensive justification within the comments section. Approval by HRS through the Workday process is required before a salary increase may be offered.