

# Use of Waivers

Special care must be taken by those authorized to request or approve waivers, to ensure affirmative action and to increase diversity and excellence within the academic workforce. In all cases, individuals appointed with waivers must meet the regular criteria and standards pertaining to appointment in the unit.

Waivers of the posting and search requirements of the Academic Hiring Procedure may be used for reasons listed below.

- **Waivers due to reasons 1 through 12 are approved by the Dean.**
  - **Waivers due to reasons 13 through 18 will need the COM Dean's written approval prior to obtaining approval by the Associate Provost/VP for Academic Human Resources Office of Inclusion and Intercultural Initiatives.**
1. Appointment for less than two semesters (9 months), or appointment for a full year at 50% time or less
  2. Shift from fixed term status to tenure or other continuing appointment system for faculty/academic staff **previously screened**. The previous screening must have been for an appointment posted as a tenure or continuing appointment system position. Attach a copy of the Affirmative Action Report from the previous screening to this appointment.
  3. Reappointment of fixed term faculty/academic staff
  4. Adjunct/Visiting/Clinical faculty/academic staff **(see NOTE below)**
  5. Retired faculty/academic staff rehired on a fixed term basis
  6. Research Associate appointment due to emergency or jeopardy of the grant
  7. Research Associate appointment in position with highly limited availability due to specialty
  8. Research Associate appointment in position with unique circumstances that limit open candidates
  9. Research Associate appointment with documented evidence of good-faith recruitment effort on the part of the principal investigator or unit (Deans monitor and approve.)
  10. Resident/intern selected from national pool
  11. Assignment of an internal candidate to an administrative position in which the administrative duties are 50% or less of the total duties
  12. Emergency appointment while search committee acts
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13. Shift from other appointment category
  14. (not used)
  15. (not used)
  16. Appointment necessary to recruit/retain spouse/partner
    - Spouse/partner appointments are considered only when the primary spouse/partner accepts appointment.
    - Funding support is to be provided by departments/schools and colleges with the possibility of partnership support from the Office of the Provost usually provided on a non-recurring basis. Qualification requirements and funding constraints may mean that appointments cannot be arranged in all cases.
    - Spouse/partner appointment needs should be referred to the Associate Provost/VP for Academic Human Resources who shall assist in providing information about job opportunities in the University and community. The waiver policy applies only to faculty and academic staff positions.
  17. Special opportunity (unique qualifications).
    - Includes occasions in which a position was posted at a lower rank (assistant professor) and an opportunity arose to recruit an outstanding candidate at a higher rank.
  18. Other cases where waivers of posting/search are appropriate. Contact the Associate Provost/VP for Academic Human Resources for further assistance if planning to use a waiver not covered by reasons 1 through 17.

## USE OF WAIVER #4

Academic hiring waiver reason # 4 is applicable to those being hired as adjunct, visiting, and clinical faculty/academic staff. The visiting designation is intended to be *used only* for those who are visiting on a short-term basis and who intend to return to their home institution or agency from which they are visiting.

In cases where waiver reason # 4 is applicable and meets the requirements described in the Academic Hiring Procedures manual, please remember to list the name of the home institution or agency on the faculty and academic staff appointment form. If waiver reason #4 is not applicable to the hiring scenario, the position is to be posted unless another academic hiring waiver applies.

Appointments are usually made on an “ADJUNCT” basis unless the appointee holds a professional medical degree (DO or MD), in which case a “CLINICAL appointment is used.

See Adjunct and Clinical Appointments in section IV. of the Faculty Handbook:

<http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/adjunct.htm>