On March 25, President Stanley communicated his directive to unit leaders for the University to observe some modifications to hiring, as a result of the coronavirus situation and its impact on the University. In his communication, President Stanley noted that “effective immediately and until further notice, all hiring decisions must be approved by the relevant vice president or provost, who will consult with the president as needed.” We are following up to provide further direction to you on how your units and departments should proceed for hiring processes.

**Faculty & Academic Staff (including Executive Management positions)**

If your unit has a faculty or academic staff (FAS) position for Spring/Summer 2020, this position will need to be approved by the relevant vice president or provost over your unit, regardless of where it is in the process (posted, unposted, or in process of being posted). The exception to this would be if an offer has already been made; it can continue without approval.

If your unit has an FAS position for Fall (August) 2020 or later and it is already posted, the position does not need the relevant vice president or provost approval. If the Fall 2020 position hasn’t started yet, meaning it is not in workflow or posted, it will need approval.

**Support Staff**

If your unit has a support staff position, the position will need to be approved by the relevant vice president or provost over your unit. This includes for positions that have already been posted. The exception to this would be if an offer has already been made; it can continue without approval.

**Graduate/Undergraduate/Professorial Assistant Employees**

Units are asked to keep their head count for these positions consistent at this time. Hiring new GAs to replace departing ones is acceptable, but units should not increase headcount over current levels without seeking permission from the unit’s appropriate vice president or provost. In addition, hiring for any of these positions that are grant funded will be monitored by the Office of the Senior Vice President for Research and Innovation (OVPRI). OVPRI will provide guidance on that process. HR will not monitor these processes, nor will it monitor headcount.

**Temporary, On-Call, and Student Employees**

No additional MSU HR approval processes are currently being added to hiring processes for temporary and on-call, or student employee positions, but units should be thoughtful about all
hiring decisions during this time. Units may institute additional unit specific guidelines for these groups.

Resources
Our offices have put together resources to assist your units in determining how to proceed with positions during this hiring modification period:

- **A resource describing the various FAS hiring scenarios that do and do not require VP-level approval before a position/posting will be processed.**
- **A resource describing the various support staff hiring scenarios that do and do not require VP-level approval before a position/posting will be processed.**
- **A form units should use to gain necessary approvals that should be completed and attached to appointment and hire forms.**
- **Additional FAQs related to these modifications added to the Work-Related FAQs on the MSU HR website.**

Questions
For questions related to FAS and Graduate Assistant processes, please email the HR Academic Operations Team at **HR.Academic.Operations@hr.msu.edu**.

For questions related to support staff processes please email the Support Staff Hiring Team at **HR.TMAmail@campusad.msu.edu**.