

HIRING DOCUMENTS FOR NON-COMPETITIVE SELECTIONS

EMERGENCY HIRE

- a) Need for an instructional faculty member due to sudden and unexpected vacancy
- b) Need to fill a position critical to the University
 - Hiring Form
 - Budget documents
 - New Employee Packet
 - Copy of employee's resume/application
 - Letter of justification and the circumstances of the emergency need.

INDIVIDUALS NAMED IN GRANTS/CONTRACTS

- a) Individual is named directly in a grant or contract
- b) Individual is named directly in a new employee's offer letter
- c) The hire of a spouse or partner is included in an offer letter, contract or retention agreement
 - Hiring Form and budget documents
 - New Employee Packet
 - Copy of employee's resume/application
 - Copies of pages from the research grant, contract or employee offer letter specifying person selected (grant or contract)
 - Copy of the award letter (for grants or contract)
 - Copy of the letter or contract specifying the hiring of the spouse/partner (for spousal/partner hire)

PROJECT SPECIFIC APPOINTMENTS (non-benefits eligible)

- a) Highly specialized expertise is needed for a project for a maximum of 480 hours in a fiscal year
- b) Individual is needed to teach a non-credit course controlled by the individual
 - Hiring Form
 - Budget documents
 - New Employee Packet
 - Copy of employee's resume/application

VISITING SCHOLARS

- a) Professors on sabbatical from other universities
(Need letter of justification explaining the hire or a copy of the letter authorizing the sabbatical)
- b) Visiting scholars chosen by funding source
(Need letter of justification explaining the hire or documents indicating the funding source)
- c) Visiting research collaborators
(Need letter of justification explaining the hire, including the date the research project commenced)
- d) Exchange visitors *(Need letter of justification explaining the circumstances or copy of the exchange agreement)*
 - Hiring Form and Budget documents
 - New Employee Packet
 - Copy of employee's resume/application
 - Justification documentation as noted above

RETURNING EMPLOYEES

- a) Emeritus faculty returning to same department to perform same work
- b) Retired employee returning to work within one year of retirement date to the same department doing the same or lower pay grade level work
- c) Terminated employee rehired in same department within one year of termination date
 - Hiring Form and budget documents
 - New Employee Packet
 - Copy of employee's resume
 - Letter of justification

EMPLOYEE ADVANCEMENT

- a) Appointment to a position with higher pay and title
- b) Lateral transfer to meet needs of the area of the hiring authority
 - Hiring Form and budget documents (if needed)
 - Copy of employee's resume or application
 - Copy of the position description
 - Copies of resumes/applications of potential candidates who were or should have been considered
 - Letter of justification detailing the appointment and decision to select the employee