

Hiring Guiding Principles Approval Requirements*

Effective April 17, 2020

The following requirements apply to all positions EXCEPT those that are 100% grant funded.

Employee Group	Activity	What is method of review	Highest review level required
Faculty (All)**	Refilling a vacancy Hire is a new position	DMI Hiring Plan System	Provost
Academic Professional and Civil Service Overtime Exempt**	Refilling a vacancy Hire is a new position	Hiring Request Form (HireTouch) or DMI Hiring Plan System	Provost
Civil Service Overtime Eligible	Refilling a vacancy Hire is a new position	Hiring Request Form (HireTouch)	Provost
(Job description review and decision still required for all AP and Civil Service positions)			
Post-Doctoral Research Associates Graduate Assistantships Student hourly positions (Grad and Undergrad) 0% Appointments Extra Help Academic Hourly Retiree Rehire Fellows/Visiting Scholars	Refilling a position Making an initial appointment	Existing hire processes	No Campus-Level Hiring Approval Needed
*Guidance for searches already underway as of 04/17/2020 is being provided in a separate document.			
**For new positions previously approved in Hiring Plan or via a Hiring Request Form for which no search was initiated as of 4/17/2020, please follow up with the Office of the Provost for approval before moving forward.			