

ANNOUNCEMENT *from the* PROVOST

****UPDATE****

NUMBER 2 UNDER CHANGES HEADING WAS INCORRECTLY LISTED IN PREVIOUS EMAIL AS
ITEM 'D'

****PLEASE FIND CORRECT VERSION BELOW ****

24 February 2016

To: Chairs and Center/Institute Directors

From: Margaret E. Winters, Provost and Sr. VP for Academic Affairs

Subject: Changes in the Process for Academic Hires

It has been a while since my office, in conjunction with the Office of Equal Opportunity (OEO) and the Chief Diversity Officer, reviewed and revised hiring procedures for academic personnel (represented and non-represented). Please note below that there are two reminders of procedures which have, in some cases, been somewhat neglected recently. There are also some changes in OEO procedures and the first announcement of an up-coming new requirement.

Reminders

1. Use of the on-line hiring system is compulsory for all. The data in the demographic section is essential for compliance with federal regulations and allows OEO to monitor campus activity. It is no longer the case that candidates may not be familiar with up-loading documents, so there should be few excuses for not using the system.
2. For their own requirements, all parts of the OEO hiring forms must be originals, with an original signature; OEO does not accept forms sent electronically or faxed to the office.

Changes

In order to allow for a smooth process in my office and to give OEO the necessary information to fulfill its oversight and reporting functions, the following procedures will be required.

1. OEO Forms
 - a. Part 1 must be completed and approved before posting is authorized; your HR person will be able to help with the paperwork and the posting. To

monitor this procedure, the form, when approved, will no longer be returned to the unit, but rather to the Office of the Associate Provost for Academic Personnel and will be returned to the unit with the approval for posting.

- b. Part 2 must be completed and approved before on-campus interviews are approved; the Dean will not permit these interviews to take place until this approval is obtained.
- c. Part 3 must be completed and approved before the Provost signs the letter of offer, a procedure already in place; as with part 1, OEO will return part 3 to the Provost's Office to trigger the signature rather than returning it to the hiring unit. It will be returned to the hiring unit with the signed letter of offer.

2. Still in the planning phase is a new requirement that Chairs of departments and search committee members go through certification (via on-line training) on the search process and inclusive search methods. For now, the Chief Diversity Officer and the head of OEO will be happy to meet with search committees for training.

cc: N. Wright
J. Vander Weg
M. Chamblee

WAYNE STATE UNIVERSITY

AIM HIGHER