

**SUMMER 2019
FIXED TERM APPOINTMENTS**

Primary organizational unit changes

Through consultation with Academic Human Resources (AHR), Office of Inclusion and Intercultural Initiatives (OI3), and Human Resources (HR), a unit cannot hire an employee from another unit without posting the position and conducting a search or requesting an exception to be compliant with Office of Federal Contract Compliance Programs (OFCCP) regulations. When the primary department changes for an employee, the position is viewed as a new position/vacancy in the unit and is not a continuation of the employee's previous position at the University. Therefore, to be compliant with OFFCP regulations the new position must be posted or a request for an exception to the posting process should be submitted, which is only valid in the case of an Emergency Hire.

Academic Year (AY) & Annual (AN) Semester Appointments

Since the faculty is appointed in the primary department for the whole year (August 16 – August 15) the primary department would stay the same even if they are teaching for another unit for the summer.

If the appointment cannot occur through an AY summer school form, such as the individuals on an AN appointment bases, you will have the option to post the position or request an exception using the reason - emergency hire for late changes/additions.

What is the hiring procedure in the summer for GAs teaching as instructors?

The decision was made that if a GA was employed as a graduate assistant in the previous spring and has not graduated from MSU then he/she can be hired as a faculty/academic staff member in the summer only without the need for a posting or exception process. The summer employment transition to a faculty/academic staff member is an opportunity for the graduate assistant to gain professional development and experience during the summer between academic years. Since summer semester is not considered part of the traditional academic year and the graduate student will continue to be a student in the fall, a posting or exception request for summer is not required. The graduate assistant will not be permitted to continue the faculty/academic position beyond the summer semester (unless hired through a posting or exception process) and is expected to return to student status in the fall.

Graduate student defending in the current summer

When a graduate student is defending, he/she is enrolled for the semester in which he/she is defending and has not graduated. If the student will defend in the summer and was registered for spring then he/she can be hired in summer using the exception process to be hired as faculty member in summer without a posting.

Recurring appointment

A recurring appointment is an assignment that occurs every fall only, spring only or summer only. For example, a faculty or academic staff member who only had an appointment in spring 2015, spring 2016, and spring 2017. In this example, the employee taught a course only offered each spring, thus, making this a recurring appointment. Any appointments that are denoted as recurring will be attributed a designation in the HR/Payroll System that will allow the unit to reappoint employees for recurring appointments without a posting.

Please note the following examples of appointments that **are not** considered recurring:

- Any appointment that spans a semester (for instance)
- AY appointments

Appointment must be into a designated recurring position held by the employee within the last year (must be the same organizational unit, similar job and job duties).

3.11.19