

**Direct appointment rules and permissibility.**

A direct appointment refers to the regular appointment of a person, where the normal advertising and competitive selection process is not applied, and Institutional business needs support this approach for an appointee whose unique skills and qualifications are documented. Upon approval for a direct appointment from the Institution's Chief Human Resources Officer ("CHRO") and the Institution's President all employment policies (including background checks) must be followed and adhered to. Nominations and recommendations for direct appointments of staff or faculty can be made by a Vice President (or comparable senior level administrator as approved by Institutional procedures) and above.

**Direct Appointment Approval Process**

A Vice President or Dean will make nominations or recommendations to VSU's Chief HR Officer (Jeanine Boddie-LaVan) for direct appointments of faculty or staff, according to policies and procedures within the hiring unit.

The following documentation is required to be submitted to VSU HR in support of all direct appointment nominations or recommendations:

1. Written rationale for the appointment, explaining why a direct appointment process is preferable to a standard, competitive recruitment process.
2. Satisfactory evidence of how the proposed appointee meets the qualifications and possesses the requisite knowledge, skills and abilities.
3. Rationale explaining how the appointment is expected to contribute to the Institutions' strategy and in support of student success.
4. Candidate's CV or resume, qualifications, appropriate references, and details of their current position (if applicable) within another organization or institution.

The Deputy CHRO is responsible for evaluating the nomination or recommendation to ensure that the applicable Direct Appointment criteria, as seen above are satisfied.

Following the Deputy CHRO's approval, the following approvals are required prior to directly appointing:

1. A faculty candidate:
  - Provost
  - CBO
  - Chief Human Resources Officer (CHRO)
  - President
  
2. A staff candidate:
  - Provost (for units reporting to the Provost)
  - Chief Officer to the President (for units reporting to the President)
  - CBO
  - Chief Human Resources Officer (CHRO)
  - President

See HRAP policy for additional procedures

[https://www.usg.edu/hr/assets/hr/hrap\\_manual/HRAP\\_Employee\\_Recruitment.pdf](https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Employee_Recruitment.pdf)

Direct appointment categories include:

- **Executive Leadership Positions:** Appointment of a new university president or chancellor, vice president or provost for academic affairs or selection of a dean for a specific college or school within the institution.
- **Administrative Leadership Roles:** Hiring individuals for high-level administrative roles such as a chief financial officer, chief information officer, or chief diversity officer.
- **Endowed Chairs or Professorships:** Appointing a distinguished scholar to an endowed chair or professorship without an open search.
- **Research Centers or Institutes:** Naming a director for a newly established research center or institute.
- **Industry Experts or Visiting Scholars:** Appointing industry experts or professionals with a specific skill set to serve as visiting professors or researchers.
- **Donor-Funded Positions:** Creating and filling positions funded by donors, where the donor may have a say in the selection process.
- **Specialized Academic Programs:** Appointing faculty members to lead or develop specialized academic programs without an extensive search.
- **Strategic Initiatives or Projects:** Appointing leaders for strategic initiatives or projects aimed at achieving specific goals or milestones.

Appointments that do not require Direct Appointment approval include: These appointments will follow the current, applicable Institution Human Resources and Academic Affairs appointment processes as well as HR/EOO exception/exemption approval.

1. **Part-time:** Staff or faculty. Part-time faculty are non-tenure-track/non-tenured, do not serve on annual contracts, and are budgeted at less than 100% of the time.
2. **Limited-term:** Staff or faculty (i.e., temporary, term, or visiting). Limited-term faculty are non-tenure-track/non-tenured, do not serve on annual contracts, and are full-time (100%). They typically be given a “term” appointment for one academic or fiscal year and may be reappointed, consistent with the governing policy.
3. **Internal, acting, interim appointments:** Typically for duration of less than 12 months. However, all search and employee recruitment rules are applicable if and when an interim is assigned to the role on a regular basis.
4. **Promotions:** Promotions within a unit or upline, including faculty rank promotion or staff career-ladder promotion (e.g., Director to Senior Director).
5. **Administrative Add-on or Step-down:** Addition or removal of administrative assignment or responsibilities to a faculty member’s position, typically up to 75% of total assigned effort.
6. **Rank conversion, departmental reassignment, reclassification:** These changes may be as a result of terminal or other degree attainment, additional credentials, retention, or change in duties.
7. **Unpaid adjunct or emeritus faculty status.**

**Search Process Exemption** - Search process exemption refers to searches for which the general rule regarding advertised, open search of the required posting duration is waived or modified due to specific circumstances of the search, including internal and truncated searches. Search process exemptions must be approved by HR/EOD.