Leadership Institute: Hiring, Retention and Spousal/Partner Hires

Academic Human Resources, Office of the Provost

|  | Recruitment | Spousal/Partner Hires | Retention |
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| Policies | Compliance with Federal/State law  MSU requirements  Commitment to inclusiveness and diversity  Perceived as fair by candidates and faculty | Spousal hires are properly vetted by the unit  Positions may be academic or support staff | Mentoring  Service loads for new faculty, with special attention to  UR faculty |
| Procedures | Prepare the search committee  Consult with the FEA re: best practices  Describe the position and selection criteria  Recruit high quality & diverse applicant pool  Screening consistent with selection criteria  Campus visit and on-site interviews  Evaluation and recommendation | Consultation with department/dean  Funding requests from the Office of the Provost  Exception to search processes (for both academic positions and support staff positions  Plan for retention of spouse/partner once financial support is discontinued | Clear/specific/transparent performance expectations  Honest and transparent annual reviews  Mentoring for new faculty and mid-level faculty  Leadership opportunities  Monitoring of equity of pay and support (e.g. startup, office and lab space, etc.) |
| Strategies | Active recruitment vs Passive recruitment  Marketing as a recruitment strategy  Research as a recruitment strategy (i.e. highly cited scholars at lower ranked institutions)  Target publications  Professional associations and conferences  Distinguished fellowship/award recipients | Engage early in the recruitment process  Provide community related resources during the campus visit  Individualized approaches (one size does not fit all) | Proactive retention of key faculty (Note: MSU does not require an outside offer prior to a retention package.)  Climate assessment  Engagement in meaningful leadership opportunities  Consider cluster/cohort hiring  Retention packages – engage Offices of the Dean, Provost (e.g. AHR), VPRI |
| Resources | [Faculty Search Toolkit](https://inclusion.msu.edu/_assets/documents/hiring/FacultySearchToolkit-final.pdf)  [Academic Hiring Manual](https://hr.msu.edu/policies-procedures/faculty-academic-staff/academic-hiring-manual/index.html)  [NSF Earned Doctorate Research](https://www.nsf.gov/statistics/2017/nsf17306/data.cfm)  [Alliance for Graduate Education and the Professoriate](http://www.nsfagep.org/)  [Higher Education Recruitment Consortium](http://www.hercjobs.org/michigan/) | [Lansing Economic Area Partnership](http://www.purelansing.com/Welcome/Living-Here)  [MSU Applicant Page](http://careers.msu.edu/cw/en-us/listing/)  [MSU Academic Human Resources](http://ahr.msu.edu/)  [MSU Office for Inclusion and Intercultural Initiatives](http://www.inclusion.msu.edu/)  MSU WorkLife Office Dual Career Information | [MSU Academic Human Resources](https://www.ahr.msu.edu/)  Dean’s Office  [Vice President for Research and Innovation](https://vp.research.msu.edu/) |