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 lawMSU requirementsCommitment to inclusiveness and diversityPerceived as fair by candidates and faculty | Spousal hires are properly vetted by the unit Positions may be academic or support staff | MentoringService loads for new faculty, with special attention to  UR faculty |
| Procedures | Prepare the search committeeConsult with the FEA re: best practicesDescribe the position and selection criteriaRecruit high quality & diverse applicant poolScreening consistent with selection criteriaCampus visit and on-site interviewsEvaluation and recommendation | Consultation with department/deanFunding requests from the Office of the ProvostException to search processes (for both academic positions and support staff positionsPlan for retention of spouse/partner once financial support is discontinued | Clear/specific/transparent performance expectationsHonest and transparent annual reviewsMentoring for new faculty and mid-level facultyLeadership opportunitiesMonitoring of equity of pay and support (e.g. startup, office and lab space, etc.) |
| Strategies | Active recruitment vs Passive recruitmentMarketing as a recruitment strategyResearch as a recruitment strategy (i.e. highly cited scholars at lower ranked institutions)Target publicationsProfessional associations and conferencesDistinguished fellowship/award recipients | Engage early in the recruitment processProvide community related resources during the campus visitIndividualized 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 assessmentEngagement in meaningful leadership opportunitiesConsider cluster/cohort hiringRetention 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/) |