# **NatSci Faculty/Academic Staff Position Preliminary Approval Form**

**Instructions:**

As detailed in the [NatSci Hiring webpage](https://natsci.msu.edu/faculty-staff/hiring.aspx) and in compliance with the [Academic Hiring Manual](https://hr.msu.edu/policies-procedures/faculty-academic-staff/academic-hiring-manual/index.html) - 2.0 and Academic Hiring Procedure. This form should be used for all academic positions, except Postdoc(s), temporary / on-call (TOC), and graduate students.

To request a position, complete this form and forward it with the required attachments to the designated signers. Dean’s office approvals may be obtained by sending the signed form and required attachments to Teresa Vicary, NatSci HR Associate Director ([Vicaryte@msu.edu](mailto:Vicaryte@msu.edu)).

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| **Unit (**Department / Program) |  |
| **Unit Administrator Name** |  |
| **Unit HR Coordinator Name** |  |
| Academic Role\* | Choose an item. |
| Job Title/Rank\* | Open Rank? |
| Job Type\* | Choose an item. |
| The appointment basis will be\* | Choose an item. |
| Supervisor\* |  |
| Reason for Request\* | Choose an item. |
| Academic Hiring Process \* | Choose an item. |
| No. of Positions Requested\* |  |
| Do you want a shadow posting in the event of an opportunity hire? | Choose an item. |

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| **Performance Areas and Appointment/Effort Distribution (%)** | | | |
| Administration | % | Advising | **%** |
| Curriculum development | % | Outreach | **%** |
| Research | % | Service | **%** |
| Teaching | % |  |  |

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| **Justification** |
| 1. **Why is this position necessary? Include relevant facts.** 2. **What is the impact on the department/program if left unfilled?** 3. **Describe how this position will be funded.**   **3a. Is this a joint appointment? Describe.**   1. **Is this a time-sensitive hire, and why?** 2. **Has adequate space (office, laboratory, etc.) been identified?**   **5a. If so, where?**  **5b. Will furniture and/or renovations be required? Describe the needs.**   1. **What are the projected startup costs?** 2. **Add additional context to aid in the decision-making process.** |

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| **Attachments**  *Please attach separately to support this request.* |
| * (Required) Addendum - Academic Position Request for EBS * (Required) Job Ad / Position Description using [Position Description Template](https://natsci.msu.edu/_assets/files/faculty-staff/2-JobAd%20template-final.docx) * If applicable, [Specialist Position Description Form](https://hr.msu.edu/ua/forms/documents/SpecPositDesc.pdf) * If applicable, [Exposure to Health Risks / Demands Form](https://hr.msu.edu/ua/hiring/documents/HealthRiskPhysDemands.pdf) |

**The below signatures demonstrate knowledge of and support for this request. The unit attests to the accuracy and consistency of the job ad / position description, and the following statements:**

Position description and qualifications are consistent with applicable guidelines, degree requirements, etc.

The evaluation criteria/rubrics developed will align with the qualifications required/desired in the job ad.

For Tenure/Continuing positions recurring salary funds are available within the college/department/school continuing base budget.

The candidate selected for this position will work in the state of Michigan unless work outside the state of Michigan (domestically or internationally) is required and approved by the Dean before a final offer of employment.

Space is / will be available in the college/department/school for the position.

**Requested by:**

**\_ \_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

<<Unit Administrator Name, Title>>

**I support and concur with the above request:**

\_ \_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

<<Department Chair / Program Director Name, Title>>

**Dean’s Office Approvals:**

\_ \_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teresa Vicary, NatSci Human Resources Associate Director

\_ \_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Eric L. Hegg, Dean, College of Natural Science

**ADDENDUM**

(EBS information)

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| **Academic Position Request (APR)**  *Complete each field below. If the Dean’s Office approves the* ***NatSci Faculty/Academic Staff Position Preliminary Approval Form****, supply this form to the Unit HR Coordinator for EBS entry.* | |
| 1. **Organizational Assignment** | |
| Reason for Request\* | Choose an item. |
| Desired Posting Date\* | Click or tap to enter a date. |
| Supervisor\* |  |
| Primary Organizational Unit ID\* |  |
| Additional Organizational Unit ID(s) |  |
| 1. **Enterprise Structure** | |
| Is this a union position?\* | Choose an item. |
| The appointment basis will be\* | Choose an item. |
| Work Contract\* | Choose an item. |
| 1. **Administrative Address** | |
| Location ID or Description\* |  |
| Room/Suite #\* |  |
| 1. **Cost Distribution** | |
| Employment Percentage\* |  |
| Fund\*  Sub-Account\*  Percentage\* |  |
| Fund  Sub-Account  Percentage |  |
| Fund  Sub-Account  Percentage |  |
| Which FTE salary format will be provided?\* | Choose an item. |
| FTE Salary or Range ($)\* |  |
| 1. **Posting Details** | |
| Is this an internal-only posting?\* | Choose an item. |
| Desired Posting Begin Date\* | Click or tap to enter a date. |
| Open Until Filled?\* | Choose an item.  *If yes, there is a two-year limit.* |
| Close Date\* | Click or tap to enter a date. |
| Would you like to post the salary?\* | Choose an item. |
| 1. **Position Description** | |
| Working / Functional Title\* |  |
| *Refer to Job Ad / Position Description Template\* for content for this section.* | |
| Required Degree\* | Choose an item. |
| Desired Degree | Choose an item. |
| Area of Study\* |  |
| Physical Demands\* | Choose an item. If yes, complete this [FORM](https://hr.msu.edu/ua/hiring/documents/HealthRiskPhysDemands.pdf). |
| Health Risks\* | Choose an item. If yes, complete this [FORM](https://hr.msu.edu/ua/hiring/documents/HealthRiskPhysDemands.pdf). |
| Remote-friendly? \* | Choose an item. |
| Department website |  |
| 1. **Committee Information** | |
| Committee Chair Name \* |  |
| Member Name\* |  |
| Member Name\* |  |
| Member Name\* |  |
| Member Name\* |  |
| Primary Staffing Coordinator \* |  |
| Secondary Staffing Coordinator\* |  |
| Is this search being handled by an outside search firm?\* | Choose an item. |

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| 1. **Advertising / Sourcing**   *All academic vacancies must be posted locally. Tenure system positions must be advertised nationally. Other continuing appointment system positions must be advertised nationally or within the geographical area customary for the appointment.*  *If approved, this position will automatically be posted on:* |
| * MSU Careers - <https://careers.msu.edu/> * HERC Jobs - <https://www.hercjobs.org/> |

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| 1. **Attachments and Comments** |
| *Attached the fully executed* ***NatSci Faculty/Academic Staff Position Preliminary Approval Form*** *to the EBS transaction.* |
| 1. **Summary Form** |
| *Review for accuracy and submit to route in workflow for approval. College (Dean/designee)> Provost (FASA/hiring committee)>MSU HR (approval to post)* |