|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **NatSci Faculty/Academic Staff Position Approval Form**  Submit this form to Shari Townsley for review and approval by the Dean. | | | **Position Title:**  **Check one:**  Fixed Term Faculty  Fixed Term Instructor  Fixed Term Academic Specialist  Continuing System Academic Specialist  Tenure System Faculty | | | **Semester Hire:** | **Funding Source:** | | **Department/Unit:** | | | **Committee chair:** | | | **Dean’s Signature:** | | |
| **Justification (include context if this is a time sensitive hire, i.e., hire date is less than three months from the date of this request):** |

**Next steps**, as indicated in the [hiring checklist](https://natsci.msu.edu/_assets/files/faculty-staff/NatSci%20Search%20Procedures_faculty%20academic%20staff_revised_Aug2023.docx):

* Step 2: Per policy, the unit administrator **selects the search committee members,** **assigns roles** (chair, affirmative action advocate and member), and **meets with the committee to deliver the charge**.
* Step 3: The search committee members take the online [Academic Search Committee Education](https://fasaffairs.msu.edu/resources/trainings/search-committee-training) training (biennial re-certification is required).
* Step 4: The search committee chair submits the **committee roster to the hiring guide** and schedules a **90-min meeting** between the committee and hiring guide to review NatSci search and approval processes.

\*\**To facilitate scheduling of* ***tenure stream*** *searches with the hiring guide, please identify potential dates for committee availability and copy Teri Compeau (*[*compeaut@msu.edu; Natsci.Dean@msu.edu*](mailto:compeaut@msu.edu;%20Natsci.Dean@msu.eduu)*) in the email.*

|  |  |
| --- | --- |
| **Position type** | **Hiring Guide** |
| Tenure system faculty | Gemma Reguera (reguera@msu.edu) |
| Fixed term faculty and instructors | Cori Fata-Hartley (fatahart@msu.edu) |
| All Academic Specialists | Cori Fata-Hartley |

Effective as of 6/1/22

Updated 9/5/23, 10/13/23