

# OAKLAND UNIVERSITY

## ADMINISTRATIVE POLICIES AND PROCEDURES

### 705 PARTNER HIRE

<b>SUBJECT:</b>	PARTNER HIRE
<b>NUMBER:</b>	705
<b>AUTHORIZING BODY:</b>	President's Cabinet
<b>RESPONSIBLE OFFICE:</b>	University Human Resources
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#### **RATIONALE:**

To assist in the successful recruitment and retention of talented tenure-track faculty and Upper-Level Administrators who have partners who are interested in suitable employment at Oakland University or the surrounding area.

#### **POLICY:**

This policy applies to Upper-Level Administrators and tenure-track faculty, and the details are described below.

#### **I. Partner Seeking an Academic Position**

If the partner's intended academic unit has a relevant open position, the partner will be encouraged to apply for it. If chosen, the position will be funded by the original budget for the open position.

##### **A. Anchor Hire: Upper-Level Administrator**

The recommendations below apply to hiring upper-level administrators, where a partner hire is determined to be integral to hiring for the anchor position. The following issues should be considered in offering a position to the partner:

- i. If the partner's intended academic unit does not have an open position or if the search for an open position cannot be completed in a timely manner, a visiting position may be created upon the approval of the Provost [1] in consultation with the President. The following conditions apply in this case:
  - a. If the administrator will hold an office that is part of the university's central administration, such as a vice president position, central university-level funding should be used for the partner's salary and all other appropriate contractually mandated financial support. In the case of academic administrators, the Academic Affairs budget will fund the partner hire. For all other hires, the respective divisional unit of the anchor hire will fund the partner's position. In the event of a separation from the university, funding will revert to the source that funded the position.
  - b. A formal offer for a visiting position can be extended to the partner only after the partner successfully completes the hiring process for such positions set forth by the relevant department, and all policies pertaining to visiting positions will apply. It is to be noted that this hiring process may not be completed before the anchor hire's employment is finalized. In addition, at the end of the visiting period (up to the maximum period allowed by the faculty contract), a full search must be conducted to convert the position to a non-visiting, regular position.
  - c. In case a complete visiting position approval and hiring process cannot be completed before an offer is finalized for the anchor hire, the anchor's hiring unit should seek the Provost's approval to offer a one-year visiting position. The department chair and dean of the relevant academic unit will review the partner's professional credentials and complete a search waiver request. This can be renewed for a second year at the discretion of the Provost. By the end of the second year, the partner hire's unit will recommend whether to continue with the visiting position. This decision will be based on various factors, such as overall performance, enrollment in the candidate's courses, and the overall needs of the department for such a position. The recommendation will be sent to the Provost. (Note: This review process at the end of the second year differs from other visiting positions that include a search waiver since, unlike them, the request to fill such a position did not originate with the unit. As such, the relevance and need for such a position

were not established at the time of the hire.) In addition, at the end of the visiting period (up to the maximum period allowed by the faculty contract), a full search must be conducted if a non-visiting, regular position is approved.

## **B. Anchor Hire: Tenure-track Faculty**

In hiring new tenure-track faculty, Oakland University will assist partners seeking academic positions in finding suitable opportunities by sharing information about open and visiting positions. The following considerations will be used when hiring a partner:

- i. When hiring senior-level faculty for positions deemed to be of strategic importance to the university, the university may offer a visiting faculty position to a partner. Funding for such positions will come from Academic Affairs. The process for hiring a partner in such circumstances will mirror the process for hiring an Upper-Level Administrator with some modifications and is described below:

In creating such a visiting position, the leadership of the relevant academic unit, such as the department chair (or director in units without department chairs) and dean, will be consulted. Approval of the Provost or another Vice President in case of a conflict of interest will be required. If a visiting position is created, the hiring process will follow points (b) and (c) above for hiring upper-level administrators. In case of separation from the university, funding will revert to the source that funded the visiting position.

- ii. The following options may be considered when hiring faculty for all other types of faculty positions, such as assistant professor positions.
  - a. If the partner's intended academic unit does not have a relevant open position, the partner's academic unit may request a visiting position to be funded by Academic Affairs. Expedited hiring using the search waiver process is not available for these hires. If a visiting position is approved, permanent funding can be requested at the conclusion of the visiting period (up to the maximum period allowed by the faculty contract). If a permanent position is approved, a full search must be conducted.

- b. If a full-time position is unavailable, the relevant unit will explore other options, such as a part-time position, if appropriate.

## **II. Partner Seeking a Staff Position**

When hiring a partner in a staff position, a temporary or casual position may be created in consultation with the appropriate Vice President. If the anchor hire is an upper-level administrator who will hold a position in central administration, central university funds will be used to fund the partner's position. If the anchor hire is an academic administrator such as a dean or a faculty member, the partner's position will be funded by Academic Affairs. If the anchor hire holds a staff position outside of central administration, the divisional unit of the anchor will fund the partner's position. In case of separation from the university, the funds will revert to the source that funded the position.

Candidates must meet the appropriate qualifications for the position, and all applicable staff hiring policies must be followed.

## **III. Partner Seeking a Position Outside the University**

Candidates seeking employment opportunities for their partners outside the university may contact the Career and Life Design Center to find information and make connections in the local community. No expectation of a job is connected to this recommendation. Candidates are also encouraged to use the Higher Education Recruitment Consortium's resources to explore academic positions in Michigan.

## **IV. Disclaimer**

This policy offers no guarantee to any incoming upper-level administrator or faculty that a permanent or temporary position will be provided to the partner. Financial considerations and the need and viability of such positions will dictate what opportunities, if any, can be provided at any time. The decision to offer a position to a partner also does not obligate the university to make a similar offer in other cases. All relevant university policies, including the conflict of interest policy, must be followed by all relevant parties. The President has the authority to approve exceptions to the policy in consultation with the Cabinet.

In case of a conflict of interest, the Provost's approval will be delegated to the President or their designee.

## DEFINITIONS:

- **Anchor Hire:** Finalist or a newly hired individual seeking employment opportunity for their partner.
- **Partner:** To qualify as a “partner”, an individual needs to meet the criteria set out by Human Resources for receiving benefits.
- **Upper-level Administrator:** President, Executive-level contracted employees; Staff above Band U; Academic Administrators