

Strategic Hiring Policy

Effective May 1, 2018

Policy Statement

A Strategic Hiring Policy ensures Albany State University establishes strategic and fiscally responsible policies for the recruitment and appointment of staff and faculty while also affording the appropriate level of flexibility.

To ensure only positions that serve the strategic needs of the institution are filled, all positions will be reviewed prior to implementing the hiring process. The policy and accompanying process are designed to support the mission and the goals of the institution.

Entities Affected

All units of Albany State University are covered by this policy.

Who Should Read

All employees who have responsibilities related to hiring within Albany State University should be aware of this policy.

Contacts

Contacts	Phone
Chief of Staff	229-317-6949
Budget Director	229-317-6261
HR Director/CHRO	229-430-4622
Vice President of Administration and Fiscal Affairs	229-317-6700

Related Documents/ Resources

None

Overview

In order to fill a full-time position, requestors must submit a strategic hiring proposal to Human Resources to be reviewed by the Strategic Hire Team. Proposals must stipulate strategic impacts that would be associated with a hiring delay, or the denial of a hiring request, as well as those that would be associated with filling the position.

Process/ Procedures

Each proposal must include:

- Request for Approval of Strategic Hire
- Any documentation attesting to regulatory requirements

Last Modified: 4/18/2018

Vacant positions must meet specified criteria in order to be referred for consideration by the Vice President of Administration and Fiscal Affairs:

- Satisfies priorities for University System of Georgia
- Essential to supporting the Institution’s mission
- Addresses key University strategic initiative
- Funding availability
- Required to meet accreditation standards
- Required to meet regulatory compliance standards
- Required to meet contractual or other legal obligations under an academic affiliation or research agreement or similar arrangement;
- Required to meet an academic teaching need for an approved course or program of instruction
- Addresses the health or safety needs of the University community

Note: Requestor must provide documentation attesting to this need.

The final review and approval will be made by the Vice President for Administration and Fiscal Affairs. A decision to permit a hire for vacant positions will be made by the Vice President of Administration and Fiscal Affairs, in his/her sole discretion, based on his/her consideration of the information provided with the critical hire proposal.

Responsibilities

Party	Responsibility
President	Determine need for hiring review
Hiring Manager	Submit strategic hire proposals for review and approval to unit Department Head/ Chair
Department Head/ Chair	Submit strategic hire proposals for review and approval to Unit Senior Leadership
Unit Senior Leadership	Review, approve, and submit strategic hire proposals to Human Resources for review by the Strategic Hire Team
Budget Director	Review strategic hire proposals for financial feasibility
HR Director/CHRO	Review strategic hire proposals for workforce impact
Vice President of Administration and Fiscal Affairs	Approve/ deny strategic hire proposals

Forms

- Request for Approval of Strategic Hire

Appendices

None