



## **PRESIDENT'S DIRECTIVE REGARDING FACULTY AND ADMINISTRATIVE SEARCHES FOR 2009-10**

**February 16, 2009 – Effective Immediately**

This directive deals with additional requirements for justification of certain faculty and administrative searches presently approved or underway at MSU.

Given the ongoing uncertainty related to the University Budget for FY10—due to reductions in general state support, the likelihood of capped tuition, and continuing expenditure demands—I am instituting a president's-level review/justification process prior to filling 1) tenure-track faculty vacancies, and 2) all administrative vacancies at the Chair/Director level and above, that are or will be the subject of active searches. Decisions regarding the filling of these individual faculty and administrative positions will be evaluated on a case-by-case basis depending upon the justification offered.

As of now, this review process will apply only to ongoing tenure-track faculty and referenced administrative searches; it may later be extended to those searches underway for other professional staff positions.

This review process is NOT intended to be a hiring freeze in any way—nor even a hold on the progress of searches once this review process is implemented. Rather, I am adding one more step or procedure to the overall hiring process for this year's hiring cycle, and only for those positions as described in this directive.

The appointment of a new hire where the official offer of employment has already been appropriately extended to an individual prior to this directive is exempted from additional review or justification.

Please find attached a form from my office, *Request to Justify Offer of Employment or Permission to Fill Vacancy*. Especially in those cases where an MSU *Request to Extend an Offer of Employment* form has been submitted to my office for approval, this new justification form should also be completed and submitted to Josh Jacobs in my office as soon as possible.

All approved tenure-track faculty and referenced administrative searches in anticipation of a 2009-10 hire should submit the new justification form to Josh before any further activity takes place with the search which has the University incurring cost (e.g., advertising, bringing a finalist to campus). Following review/justification of each search, a decision will be made as to whether or not it will proceed from this point. If approved, it will not be necessary to go through the

review/justification process again when an official offer of employment is made. (It will still be necessary to complete the *Request to Extend an Offer of Employment* form and follow MSU's other regular hiring processes, of course.)

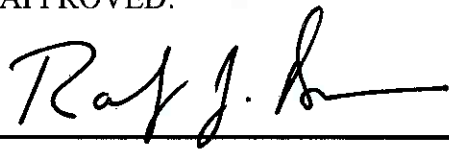
If an approved search will be cancelled or closed for whatever reason, it obviously need not bother going through this additional review/justification step. Additionally, it is not required to cancel scheduled campus interviews where travel costs have been encumbered prior to the date of this directive.

Note that follow-up meetings may be requested with appropriate parties to elaborate upon and further discuss information submitted on the new *Request to Justify...* form. Additional documentation may also be required.

To summarize: For tenure-track faculty and all administrative positions at the Chair/Director level and above, for the 2009-10 hiring cycle, no hiring action can be taken nor search process can substantively proceed without approval following this new review/justification step. All other positions, until otherwise directed, can continue to be recruited and filled per regular MSU processes.

I apologize for these seemingly harsh measures and the additional bureaucracy they entail, but as everyone is aware, the overall economy continues to suffer tremendous volatility and Murray State is not immune to the impact of those changes. In addition to the revenue concerns I've described, we also have considerable cost stressors presently being placed on our FY10 budget. Until key elements of our funding and expenditure picture become clearer, I believe it is in the best interests of the University to proceed following the measures outlined above.

APPROVED:

A handwritten signature in black ink, appearing to read "Randy J. Dunn", written over a horizontal line.

Randy J. Dunn, President