

**PRESIDENT'S DIRECTIVE**

**REGARDING CHANGES TO OVERSIGHT RESPONSIBILITY FOR  
FACULTY AND PROFESSIONAL STAFF HIRING**

Effective November 1, 2009 (unless otherwise noted)

**- AND -**

**REGARDING CHANGES TO SERVICES FOR STUDENTS WITH  
DISABILITIES**

Effective January 1, 2010 (unless otherwise noted)

October 21, 2009

In order to implement certain recommendations made by the University's recent *Operational Review of Faculty and Professional Staff Hiring and Disability Services* (May 2008), general oversight and coordinating responsibility for the hiring process for faculty and professional staff will reside with the MSU Office of Human Resources (HR). The University's Office of Equal Opportunity (EO) will continue to play an integral role in all hiring processes relating to the monitoring of institutional responsibilities and legal compliance around fair hiring practices (e.g., Title VII of the Civil Rights Act, Age Discrimination in Employment Act, etc.). Also, a new MSU Office of Student Disability Services is created.

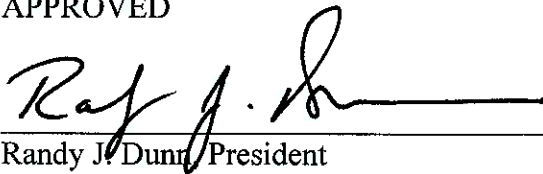
1. The Office of Human Resources is given overall general oversight and coordinating responsibility for the recruitment, selection, hiring, and induction of all University employees—this is an addition to their present and ongoing responsibilities for the HR function at MSU which are not otherwise changing. The goal of this Directive is that all related activity for MSU be centralized out of one unit to result in a single, coordinated approach for hiring at the University.
2. Nothing in this Directive should be construed to lessen or otherwise change the important role of search and screening committees for faculty and professional staff positions; the role of such groups will remain and they must continue to play an integral part in these searches. It is not the intention of this Directive to either delay or expedite any searches currently being conducted or considered.

3. HR will continue its coordination and responsibility for the hiring of non-exempt, hourly staff for the University. HR is also assigned full responsibility for determining compensation for all University employees, whether exempt or non-exempt. This responsibility may include establishing appropriate salary ranges, advising on salary negotiations, and maintaining salary market databases.
4. EO will continue its mission of providing training on equal opportunity laws, policies, and procedures; recommending such procedures for adoption by the University; investigating allegations of sexual harassment, discrimination, and other civil rights violations; overseeing employment and disability compliance; and underscoring MSU's commitment to equity, access, and the provision of a working and learning environment free from discrimination and inclusive of diverse groups.
5. Any faculty or professional staff search underway prior to November 1, 2009 (i.e., where the application period has closed before November 1) will be finished out by EO. Upon completion of each of these searches, the files will be physically moved over to, and archived, by HR. Responsibility for all other searches (i.e., where the application period is closing on or after November 1) will "transfer" to HR as of November 1, 2009.
6. Any individual(s) who may be transferred under this Directive shall not suffer any loss or change of salary or benefits during their employment. Costs may continue to be budgeted to existing operational units through June 30, 2010 and adjusted through the BTR process if need be; the respective operational budgets will then be reworked accordingly for the FY11 budget (i.e., the intent is for funding to "follow" the services for both personnel and non-personnel costs).
7. The MSU Office of Student Disability Services is established as a new operational unit within the Counseling and Testing Center effective January 1, 2010. (Accommodations and services for *employees* with disabilities will continue to be addressed through EO.) EO will continue to serve as the "appellate body" for enforcing the rights of students with disabilities and otherwise resolving disputes regarding eligibility, services, personnel, etc.
8. Effective on January 1, 2010, Velvet Wilson is appointed as the full-time Director of the Office of Student Disability Services (SDS) and Cindy Clemson is appointed as Associate Director, in addition to continuing her role as Coordinator of Services for Students with Learning Disabilities. A search for the vacated position of Director of Student Support Services is authorized to take place as soon as feasible. The SDS Director will be a direct report to the head of the Counseling and Testing Center which position title will change to Senior Director effective immediately. Position descriptions for the newly created SDS positions, following the standard University format, will be filed with HR following appropriate review with Ms. Wilson and Ms. Clemson.
9. Any changes in the physical location of units and the workplace location of employees necessitated by this Directive—and all other operational decisions and actions

necessary to implement this Directive, including any future transfer of employees between units—will be coordinated by the administrators of the impacted units under the joint direction of their respective Vice Presidents (and President, in the case of EO).

It is strongly encouraged that any new guidelines or processes for the faculty and professional staff search and hiring process (e.g., regarding use of telephone screening interviews or an online application system) and any necessary further clarification of roles and responsibilities between HR and EO be distributed as quickly as possible, and that HR consider future information or training sessions to discuss the changes as they deem appropriate. Any questions regarding implementation of this Directive can be directed to the HR Director or the Chief of Staff.

APPROVED

A handwritten signature in cursive script, appearing to read "Randy J. Dunn", is written over a horizontal line. The signature is fluid and extends to the right of the line.

Randy J. Dunn, President