

Office of Equity and Diversity (OED)

By-Invitation Appointments¹

Policy Statement

It is the policy and practice of Bowling Green State University that an appropriate search will be conducted for all available positions. An appropriate search is one that conforms to the University's official hiring procedures for faculty, administrators and classified staff. These procedures were established pursuant to the University's Office of Equity and Diversity and EEO obligations, and are intended to assure full and fair consideration of all applicants for employment. It is recognized that there may be exceptional circumstances in which it would be in the University's interest to deviate from our standard search procedures. These circumstances, by virtue of their exceptional nature, will be rare.

Conditions Warranting Search Waiver

1. In cases where the hiring unit has an opportunity to hire a truly exceptional individual whose employment will add prestige and distinction to the University.
2. In cases where the hiring unit is underutilized and has an opportunity to hire a minority or female individual whose employment will enhance the diversity profile of the unit and the University.
3. In cases where the circumstances, unavailability of hiring personnel, or time will not permit the normal search to be conducted.

Procedures

1. In such circumstances, written justification detailing a compelling reason for waiving the search must first be presented and approved by the appropriate vice president or designee (Provost and Vice President for Academic Affairs, Senior Vice President for Finance and Administration, Vice President for Student Affairs, Vice President for University Advancement, Executive Vice President, or the Executive Assistant to the President.).
2. Position Authorization and Appointment Activity forms must be completed and submitted with written justification for by-invitation hire.
3. Once approval has been granted by the appropriate official, approval must be sought from the Director of the Office of Equity and Diversity.
4. The hiring unit must not proceed with a by-invitation appointment without the required approvals.

¹ Updated November 2006.