

3341-5-39 By-Invitation Appointments.

Applicability	All University units
Responsible Unit	Office of Human Resources
Policy Administrator	Chief Human Resources Officer

(A) Policy Statement and Purpose

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 affirmative action 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.

(B) Policy**(1) Conditions Warranting Search Waiver**

- (a) In cases where the hiring unit has an opportunity to hire an exceptional individual whose employment will add national or regional prestige and distinction to the university.
- (b) 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.

- (c) In cases where the circumstances, such as unavailability of hiring personnel, or extenuating time constraints will not permit the normal search to be conducted and an acting or interim appointment is deemed inappropriate.

(2) Procedures

In such circumstances, written justification detailing a compelling reason for waiving the search must first be presented and approved by the President.

Position Authorization and Appointment Activity forms must be completed and submitted with the written justification for hire By-Invitation.

Once approval has been granted by President, the documentation should be forwarded to the Office of Human Resources for review and approval.

The hiring unit may not proceed with a by-invitation appointment without the required approvals.

Registered Date: March 4, 2015

Amended Date: March 3, 2017