APPENDIX A: Abridged Hires
What to consider when requesting an abridged hire for an academic/faculty position.

Firstly, the reason for an abridged hire must identify as one of the following:

1. **Emergency Hire:**
   An emergency hire takes place when the hiring unit cannot provide coverage for a vacant position for the time that it takes to do a thorough search. Bona fide emergencies might arise, for example, as the result of an incumbent’s sudden departure due to illness or resignation. If your department cannot continue necessary operations by temporarily reassigning job duties, the hiring unit may seek approval to hire on an abridged basis.

   The Abridged Hire Justification Form should identify what the emergency is and what means were/will be used to identify a qualified person to fill the vacancy.

   Example:
   - Key Physician Recruit: specifically for clinical track faculty members of the School of Medicine who are urgently needed to provide patient care.

2. **Temporary Hire:**
   A temporary hire takes place when the term of the position is **twelve months or less** and there is no current expectation that the position will extend beyond that time. (For example, it may be that an incumbent decides to resign after a one-year leave of absence, but that was not anticipated at the time of hiring a temporary replacement.)

   The Abridged Hire Justification Form should identify why the position is being filled on a temporary basis and how the full search procedures need to be altered (e.g., regional rather than national search, expedited review of applications, etc.)

   **Key Facts:**
   - Used for a short-term solution if the department is left in a major shortfall.
   - A temporary solution for a **one-year** appointment.
   - If it turns out the employee will need to continue longer than one year, the position will need to be posted for 30 days, and a full search will be conducted (which the employee can apply to).

3. **Spousal Accommodation:**
   In an age where more dual career couples are working in academe, it is a recruiting advantage to offer spousal and partner accommodations in hiring. Ultimately, the provision of such accommodations enhances the academic excellence and diversity at MU. Optimally, departments will work together to assist in the hiring of the spouse or domestic partner of a candidate to be hired.

   Review the UM Employment of Relatives (HR-115) policy here: [https://www.umsystem.edu/ums/rules/hrm/hr100/hr115](https://www.umsystem.edu/ums/rules/hrm/hr100/hr115)

   The Abridged Hire Justification Form should identify the primary hire and the department.
4. **Unique Qualification (used case by case)**
   There may be other special circumstances that justify abridging the standard hiring procedures, but which have not been identified, and are considered unique.

   The Abridged Hire Justification Form should describe both the reason for not doing a full search (what other valid university interest outweighs the commitment to do a full, competitive EEO search) and possibly how the full search procedures need to be altered (e.g., regional rather than national search, shortened advertising time, etc.)

   Examples:
   - Specialty: some specialties have six graduates per year total – is this a difficult specialty to find and fill and an open search would cause a missed opportunity for the University?
   - Diverse Candidate: a woman in a department with majority males, or an underrepresented minority.

5. **Promotions**
   The University seeks to recognize excellence in our employees and where possible to retain good employees through employment enhancement. To that end, in individual cases, the Provost will support a promotion from one academic position to another academic position without a search. Generally, a promotion will not be approved without evidence that the employee was hired into the current position as a result of an equal opportunity search.

   The Abridged Hire Justification should identify the employee’s current position and verify they were at that time a part of an EEO search, and include certification that the department is in possession of supporting evidence of the employee’s meritorious performance in the current position (e.g., the latest performance appraisal or P&T committee evaluation).

   Examples: from a post-doctoral position to a Research Assistant Professor or from a Sr. Research Specialist to a Research Assistant Professor.

   Promotions from an Assistant-level to an Associate-level, or Associate-level to Full, are not included in these types of promotions, and instead would fall under Promotion & Tenure Guidelines: [http://provost.missouri.edu/promotion-and-tenure/index.php](http://provost.missouri.edu/promotion-and-tenure/index.php)

6. **Staff of Newly Hired Faculty**
   Occasionally a newly recruited faculty member will negotiate to hire members of his/her current staff (nurse practitioners, research, etc.). When these collateral hires are approved as part of the hiring package for the original faculty member, the Provost will forgo a competitive search. The hiring unit must submit the letter of offer or other documentation of the original agreement along with the Recruiting-Hiring Plan and the Request to Make an Offer. There can be no retroactive hiring packages; once the primary faculty member starts to work at the University, all positions must be filled competitively.

   The Abridged Hire Justification should identify the name of the primary hire; the letter of offer for the primary hire or other contemporaneous documentation should identify by name the staff members who may be hired under this abridged hiring process.

7. **Outstanding Scholars**
   Occasionally a department may discover that an individual with exceptional credentials (e.g., a Nobel or Pulitzer prize winner) is interested in a faculty position at MU. The Provost will consider waiving normal procedures in order to hire such an individual, if the department provides satisfactory evidence of the truly
exceptional nature of the individual’s credentials. The expectation is that the department will be able to cover the individual’s salary and start-up costs, if any.

The Abridged Hire Justification should make reference to the candidate’s exceptional credentials; and could additionally submit references, peer reviews, or other documentation of the candidate’s standing.

How to process:

1. Department completes a justification form, which identifies the reason for the abridged search, along with other necessary information listed in the explanation above.

2. Department uploads into SharePoint a justification form (signed by Chair), worksheet (if clinical), requisition (top portion until Search Committee only), candidate CV, P&T approval (if a promotion from staff to faculty or above assistant-level), offer letter draft.

3. (Clinical Only) Reviewed/Approved by the Faculty Recruitment Committee.

4. If SOM approves, HR Specialist for Faculty Affairs sends the signed justification form, requisition, and CV to the Provost/Campus HR for their approval of the abridged hire.

5. Job ID is ready to submit the job offer for approvals.

6. HR Specialist for Faculty Affairs submits the job offer in eRecruit.

7. Department will be notified when offer letter is ready to send to the candidate.