



Strategic Hiring Procedure

Effective November 1, 2018

A Strategic Hiring Procedure ensures Savannah State University establishes strategic and fiscally responsible procedure for the recruitment and appointment of staff and faculty while also affording the appropriate level of flexibility.

To ensure only positions that serve the strategic needs of the institution are filled, all positions will be reviewed prior to implementing the hiring process. The procedure is designed to support the mission and the goals of the institution.

Entities Affected

All units of Savannah State University are covered by this procedure.

Who Should Read

All employees who have responsibilities related to hiring within Savannah State University should be aware of this procedure.

Contacts

Contacts	Phone
CHRO	912-358-4194
Budget Director	912-358-4056
Vice President of Requesting Department	912-358-xxxx
Vice President of Business and Financial Affairs	912-358-3000

Related Documents/ Resources

None

Overview

In order to fill a full-time position, requestors must submit a strategic hiring proposal to Human Resources to be reviewed by the Strategic Hire Team. Proposals must stipulate strategic impacts that would be associated with a hiring delay, or the denial of a hiring request, as well as those that would be associated with filling the position.

Process/ Procedures

Each proposal must include:

- Request for Approval of Strategic Hire
- Any documentation attesting to regulatory requirements

Vacant positions must meet specified criteria in order to be referred for consideration by the Vice President of Business and Financial Affairs:

- Essential to supporting the Institution’s key strategic initiatives
- Funding availability
- Required to meet accreditation standards
- Required to meet regulatory compliance standards
- Required to meet contractual or other legal obligations under an academic affiliation or research agreement or similar arrangement;
- Required to meet an academic teaching need for an approved course or program of instruction
- Addresses the health or safety needs of the University community

Note: Requestor must provide documentation attesting to this need. If one of the parties disapproves the request, it will continue through the approval workflow.

A final review will be made by the Vice President for Business and Financial Affairs. The decision to permit a hire for vacant positions will be made by the President, in his/her sole discretion, based on his/her consideration of the information provided with the critical hire proposal.

Responsibilities

Party	Responsibility
Hiring Manager	Submit strategic hire proposals for review and approval to unit Department Head/ Chair
Department Head/ Chair	Submit strategic hire proposals for review and approval to Unit Senior Leadership
Executive Leadership	Review, approve, and submit strategic hire proposals to Human Resources for review by the Strategic Hire Team
CHRO	Review strategic hire proposals for workforce impact
Budget Director	Review strategic hire proposals for budget impact
Vice President for Business & Financial Affairs	Review strategic hire proposals for fiscal impact. Recommend approval or denial to President
President	Review strategic hire proposals and make final approval or denial

Forms

- Request for Approval of Strategic Hire

Appendices

None