



**Recruitment Authorization:** *The table below outlines the signature authorization required in order for Human Resources, Safety and Risk Management, to commence a review. HR must review and determine the appropriate compensation and classification of the recruitment, in consultation with the department.*

Type of Recruitment/Worker	Purpose/Definition/Criteria	Presidential Authorization	Vice President/Provost	Academic Dean/Dept. Administrator/MPP	HR Review & Approval
Emergency Hire	Temporary employment 180 days or less. No recruitment required.		✓	✓	✓
Temporary Hire	Temporary position, appointed as PT/FT or hourly. Recruitment process required.		✓	✓	✓
Temporary Reappointment	Applies subsequent to an initial temporary hire only. Temporary position can be appointed as PT/FT or hourly. No recruitment process required.		✓	✓	✓
Probationary Hire	Probationary to permanent employee after 1 year with satisfactory performance (Refer to CBA). Recruitment required.		✓	✓	✓
MPP Hire	At-will employment, recruitment not required but strongly recommended.	✓	✓	✓	✓
Time Base Adjustment	Increase in time base		✓	✓	✓
Casual Worker	For non-bargaining temporary work, no recruitment			✓	✓
Special Consultant/Retired Annuitant	For non-bargaining work, project based 180 days or less, no recruitment.		✓	✓	✓
Independent Contractor	Services to be performed are not regularly part of University business		✓	✓	✓
Volunteer Hire	Project based, not compensated, completion of volunteer form			✓	✓
Honorarium	One- time special event, internal and external recipients (\$501 and above)		✓	✓	
Temp /Prob. Faculty	Recruitment needed		✓	✓	✓
Faculty Immediate Pay	For CEL, Summer, Substitute faculty			✓	✓
Student Workers, Work Study, Student Assistant, Non Resident Alien	For staff and administrative support			✓	✓
Instructional Student, Graduate Assistant	Academic support and instruction			✓	✓