

## **AgBioResearch (Formerly MAES) Guidelines for Approval and Recruiting for Faculty Positions**

AgBioResearch supports programs that align with our university-wide mission in agricultural and natural resources research. AgBioResearch provides support to over 300 scientists in six colleges at MSU. We work cooperatively with the departments and colleges to support faculty positions that align with our mission. The guidelines provided below are a guide to our expectations and requirements when we provide, or consider providing, support for a faculty position.

Step 1: Before any formal actions are taken, the unit leader should discuss the general parameters of proposed position with AgBioResearch. This discussion will include consideration of the following:

- a. Funding partners
- b. Alignment with the AgBioResearch mission
- c. Proposed rank
- d. Consultation on the composition of the search committee. All AgBioResearch positions should include an AgBioResearch faculty member on the search committee.

Step 2: Following preliminary approval of the position, a full position approval package must be submitted to AgBioResearch and the other funding partners. In addition to the position description, the documentation should clearly identify:

- a. Position funding split among funding partners
- b. Proposed rank and estimated salary
- c. Estimated start up package and proposed funding partners, including percentage contributions from each partner

Step 3: AgBioResearch and other partners will review the position request and approve or request revisions. All paperwork associated with an AgBioResearch position will be forwarded to AgBioResearch for countersignature before it goes to central administration for processing. This formalizes our commitment.

Step 4: Approval of the position at the University level followed by posting and advertising the position.

Step 5: As part of the interview process, the AgBioResearch Director or an Associate Director will have an appointment with each candidate during their initial visit to campus. These individuals will provide feedback before the committee makes recommendations on offering the position.

Step 6: The AgBioResearch Director or an Associate Director will be consulted during the negotiation of the salary, start up, and other aspects of the offer. AgBioResearch must be copied on all letters of offer. No formal offer can be made without approval of the AgBioResearch Director. Commitments of AgBioResearch resources made without approval may not be honored.

- a. Distribution of start up costs should be guided by the appointment split
- b. Departments are expected to contribute approximately 25% of the startup package.

Step 7: The AgBioResearch contribution to the start up will not be released until a preliminary state (umbrella) project is on file with AgBioResearch. Within one year of appointment, each new AgBioResearch faculty member is required to submit a fully executed project to replace the preliminary state project.

After the hire has been successfully completed, AgBioResearch need to be involved in the following ways:

- a. AgBioResearch will be consulted whenever an AgBioResearch faculty member is being considered for a raise, promotion or a change in assignment.
- b. Grant transmittal forms associated with an AgBioResearch faculty member will carry the appropriate overhead distribution, as determined by the calculator on the CANR Budget & Finance Office website.