

MICHIGAN STATE UNIVERSITY | Innovation Center

June 4, 2020

To: Faculty and staff involved in Graduate Student Appointments
From: Charles Hasemann, AVP Research & Innovation
Subject: Clarification on OVPRI process for approval of new graduate appointments during the hiring chill

On April 8, 2020, the Graduate School distributed a memo responding to the March 25 announcement of the university-wide hiring chill. In that memo, reference was made to an approval process for grant-funded hiring of graduate students. The specific reference is excerpted here:

Hiring new GAs to replace departing ones is acceptable, but units should not increase headcount over current levels without seeking permission from the unit's appropriate vice president or provost. In addition, hiring for any of these positions that are grant funded will be monitored by the Office of the Senior Vice President for Research and Innovation (OVPRI). OVPRI will provide guidance on that process. HR will not monitor these processes, nor will it monitor headcount.

Since that announcement, Dr. Hsu asked me to take responsibility for the approval process. Through conversations with a several college administrators, it became clear that the scope and intent of this approval was not sufficiently clear. I hope to remedy that here:

Which appointments require approval by OVPRI?

Graduate student appointments to newly awarded (after Mar 25, 2020) grants. This applies to graduate students of any tenure at MSU. Any appointments already made, should be reviewed retrospectively.

What information needs to be provided?

Just the basic facts:

- Name and contact information for the hiring PI
- Name of the student being appointed
- Grant information: Sponsor, KC identifier, funding start date
- Start date of the graduate student
- Location where the work will be conducted
- Certification by the PI that the student will be doing work as originally proposed in the grant application
- Certification by the PI the work will be done in a location that achieves grant objectives, either on campus or at home
- Certification by the college that permission has been granted for this student to do work at an on-campus location (when that is the proposed location).



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What “counts” for the PI or college certifications?

The relevant Dean, Chairperson, or their delegate should be vetting these submissions. Any submission coming from a College or Department office, with clear answers to these questions, will be deemed sufficiently certified by that office.

How should this information be communicated?

A spreadsheet (enclosed with this memo) provides a structure for transmitting this data. Requests can be sent at any time. Requests can be accumulated and sent in a batch but should be sent no less frequently than biweekly. Only send new requests, do not comingle new and old requests in the same spreadsheet. Any requests that are urgent should be communicated as such.

Where should I send the request for approval?

Send it directly to my attention at haseman1@msu.edu

What if I am still unclear on what to do?

Please reach out to my executive assistant, Marta Sinclair, at palmer91@msu.edu, to schedule a phone call with me.

How long will this last?

This policy remains in effect until the hiring chill has ended, or as otherwise explicitly rescinded by Academic HR and/or President Stanley.

Sincerely,



Charles A. Hasemann, Ph.D.
Assistant Vice President for Innovation and Economic Development
MSU Innovation Center

Enclosure:

Excel Spreadsheet: “Graduate Student Hiring”