

Direct Appointment Process

1. The Hiring Authority schedules time to talk with the COS Director of Human Resources and Employee Relations to explore the appropriateness and options available for the Direct Hire request. By default, all recruitments go through the normal advertising and interviewing processes. Some reasons for requesting a direct appointment include:
 - a. The identified individual has a unique set of skills that are incredibly difficult to find, making them uniquely qualified;
 - b. The funding was allocated to a specific PI and only that person can perform the work;
 - c. Critical project milestones are imminent and there isn't sufficient time to complete the normal recruitment process.
2. The Hiring Authority obtains formal permission for the rank and salary of the candidate's direct appointment from the Department Chair or Research Center Director (if different from the Hiring Authority).
3. The Hiring Authority sends a Direct Appointment Request Memo (see sample below) and the candidate's CV to COSHR@gmu.edu with the justification for the direct hire. At a minimum, the justification must include the name and credentials of the candidate, a brief description of the work to be performed, and why the candidate is uniquely qualified to perform that work.
4. COS Human Resources sends a formal request to the Compliance, Diversity, and Ethics Office (CDE) with the initial request from the Hiring Authority and candidate CV attached (sample below).
5. CDE will reply to COS with the final decision; COS then conveys that decision to the local HR administrator.
6. The local HR administrator prepares the Hiring Proposal in the Provost's RTS system, attaching the approval from the CDE Office.
7. The Hiring Proposal will then route through the normal review and approval process.

Sample Justification for Hiring Authority to Send to College of Science

******For Instructional Faculty******

I am writing to support the direct hiring of Dr. _____ for the position of _____ at George Mason University. The position will be funded by grants from _____ with a total amount of \$_____. Below I briefly summarized the rationale for the direct hire, including the position description and the Dr. _____ 's unique qualifications.

The duties of this position are as follows:

Teaching Load: _____

Courses to teach: _____

Dr. _____ possesses a unique combination of experience, expertise and talent needed for the position described above. He/she is an expert on/ has instructed _____.

Based on his/her unique qualification and the urgency to complete the sponsored project, I strongly recommend that Dr. _____ be directly hired as _____. Hiring Dr. _____ will not only meet the need to complete the research on time but will also benefit the Department (DEPARTMENT NAME) and GMU on a long run to develop new research programs and potentially bring in additional research grants to the GMU.

I appreciate your time and consideration in this matter.

Please feel free to contact me if any additional information is needed.

Sincerely,

******For Research Faculty******

I am writing to support the direct hiring of Dr. _____ for the position of _____ at George Mason University. The position will be funded by grants from _____ with a total amount of \$_____.

Below I briefly summarized the rationale for the direct hire, including the position description and the Dr. _____ 's unique qualifications.

The duties of this position include:

Dr. _____ possesses a unique combination of experience, expertise and talent needed for the position described above. Hiring Dr. _____ will not only meet the need to complete the research on time but will also benefit the Department (DEPARTMENT NAME) and GMU on a long run to develop new research programs and potentially bring in additional research grants to the GMU.

I appreciate your time and consideration in this matter.

Please feel free to contact me if any additional information is needed.

Sincerely,

**** **For Postdoctoral Fellows** **** Upload justification to FHP- do not send to CDE

<https://universitypolicy.gmu.edu/policies/postdoctoral-research-fellows/>

While searches are not required to hire a Postdoc, academic units must submit the following information in the Faculty Hiring Proposal System:

- A position description describing the duties and responsibilities of the position, which must be consistent with this policy;
- The name of the department or center and the Faculty Mentor who will be directing the individual;
- Confirmation that sufficient funding is available to fund the position through externally sponsored funds or other sources;
- The curriculum vitae of the proposed candidate; and
- A description of how the candidate was identified, whether by competitive search or not, and why the particular recruitment mechanism was selected.

I am writing to support the direct hiring of Dr. _____ for the position of Postdoctoral Research Fellow at George Mason University. The position will be funded by grants from _____ with a total amount of \$_____. Dr. _____ will work with (RANK/TITLE) Dr. _____ on a project titled _____.

Dr. _____ was identified outside of a competitive search. *{Provide description of how the candidate was identified and why the particular recruitment mechanism was selected.}*

Below I briefly summarized the rationale for the direct hire, including the position description and the Dr. _____ 's unique qualifications.

The duties and responsibilities of this position include:

Dr. _____ possesses a unique combination of experience, expertise and talent needed for the position described above.

Hiring Dr. _____ will not only meet the need to complete the research on time but will also benefit the Department (DEPARTMENT NAME) and GMU on a long run to develop new research programs and potentially bring in additional research grants to the GMU.

Sample Request for COS to Send to CDE

Subject: Permanent Waiver Request for Dr. _____

Dear Julian,

The Department of (DEPARTMENT) in the College of Science requests a permanent waiver from the formal recruitment process to hire Dr. _____ as a (RANK/TITLE). If granted this waiver, Dr. _____ will work with (RANK/TITLE) Dr. _____ on a project titled _____. As evidenced by (his/her) attached CV, Dr. _____ possesses has a combination of skills and experience related to this project that make (him/her) uniquely qualified for this position. Attached is a formal request from the (unit/Chair/Principle Investigator) and the College of Science is supportive of this request.

Please advise,