Ohio Administrative Code

Rule 3341-5-39 By-Invitation Appointments.

Effective: June 30, 2025

(A) Policy Statement and Purpose

It is the policy and practice of Bowling Green State University that an appropriate search will be conducted for all available positions. An appropriate search is one that conforms to the University's official hiring procedures for faculty, administrators, and classified staff. The Collective Bargaining Agreement Article 14 Section 4 addresses faculty hiring processes. These procedures were established pursuant to the university's commitment to providing consistent, fair, and equal opportunities for all. It is recognized that there may be exceptional circumstances in which it would be in the University's interest to deviate from our standard search procedures. These circumstances, by virtue of their exceptional nature, will be rare.

(B) Policy

(1) Conditions Warranting Search Waiver

(a) In cases where the hiring unit has an opportunity to hire an exceptional individual whose employment will add national or regional prestige and distinction to the University.

(b) In cases where factors such as unavailability of hiring personnel or extenuating time constraints will not permit the normal search process to be conducted.

(c) In niche fields or competitive industries, where candidates may not actively apply through standard recruitment channels, making targeted invitations a more effective approach.

(d) Faculty Bi-Invitation Appointments are found in Article 14, Section 4.5.

(2) Procedures

(a) A written request with justification detailing a compelling reason for waiving the search must first be presented to the Chief Human Resources Officer (CHRO) for consideration. For positions within the academic affairs units, the request must also be reviewed by the Provost and Senior Vice President.

(b) After review and approval, the CHRO, Provost and Senior Vice President or designee will forward to the President for approval.

(c) Once approval has been granted by the President, the documentation should be returned to the Office of Human Resources and Office of the Provost as appropriate, to initiate the hiring process.

(d) The hiring department may extend the offer of by-invitation appointment, contingent upon the successful completion of an acceptable background check, after all required approvals are received.