

AFFIRMATIVE ACTION PROCEDURES FOR GRANT PARTICIPANTS

When the department wishes to appoint, without recourse to normal Affirmative Action procedures, a grant or contract co-author and co-principal investigator to an academic position to be funded by the grant, the department must obtain Affirmative Action Office (AAO) approval of such action before the grant proposal is submitted.

The first step is submission to the Dean's Office of the grant proposal packet with a memo identifying the prospective appointee, requesting exception from normal AAO procedures, and detailing the grounds for exemption. Generally, grounds would include (a) that the individual is a co-principal investigator and (b) that he (she) is uniquely qualified for the position. The letter should make clear the nature of the prospective appointee's special qualifications. The Dean's Office will forward the letter and a copy of the grant proposal to AAO with its endorsement.

The AAO will consider the merits of the request. If approval is given, AAO will note its approval on the letter, returning it and the grant proposal to the Dean's Office. The Dean's Office will then forward the grant proposal packet to the Office of the Dean of Research. Upon approval there, the proposal will be returned to the principle investigator for transmittal to the granting agency. The Dean's Office will return a copy of the letter grant exemption from AAO procedures to the origination department.

If the grant is funded, the department may proceed to initiate employment of the named individual. The usual packet of Affirmative Action documents should be submitted, but the pool will consist of only the one individual. A copy of the letter indicating approval of exemption from usual Affirmative Action search procedures must be submitted with the packet for AAO's information and files.

It is also understood that these procedures are not to be used to obtain exception for person who have played minor roles in preparation of research grant proposals, and must not be used to subvert the principles of affirmative action in employment.

It is also understood the such exceptional appointments are to be fixed-term for the duration of the grant. Should the department desire to extend the appointment of the person granted exemption from Affirmative Action regulations beyond the period of the grant, he or she would have to compete for the available position as a part of a normal AAO search-process-selection procedure. If the grant is extended by the granting agency, a copy of this extension must be forwarded to the AAO.