Bowie State University

Hiring Freeze Exceptions Scoring Rubric

The President has announced a hiring freeze at BSU. While the hiring freeze is in effect, we will endeavor to maintain our core capabilities and provide the academic programs and support services to our students. As consideration is given to exempting positions from the hiring freeze, preference will be given to positions that impact the University’s *Strategic Plan* as well as the University’s 2015 priorities:

* Improve graduation rates and close the achievement gap while working to increase enrollment
* Improve the academic program inventory
* Continue implementation of a strategic approach to building BSU’s reputation and brand recognition
* Implement assessment strategies and activities university-wide to include enhancing institutional efficiency and effectiveness throughout
* Enhance the funding stream through growth in grants, contracts, fundraising, and auxiliary enterprises

The University has developed a Scoring Rubric to guide the exceptions with requisite objectivity. The Provost will be responsible for evaluating the requests for hiring freeze exceptions and submitting recommendations to the President for final approval.

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| Criteria | High Level  8-10 points | Mid Level  4-7 points | Minimum Level  1-3 points | Nil |
| Position required to deliver academic programs effectively | Rationale is strongly supported by data reflecting section size, course offerings, mission | Moderately substantiated by data | Minimally substantiated by data | Not addressed |
| Position required to maintain accreditation | Need is strongly articulated and substantiated in the Report issued by the Accrediting organization | Need is not strongly articulated. | Need is indicated, but not identified in Report issued by the Accrediting organization | Not addressed |
| Position mandated by state or federal law, required according to Board of Regents policy, or specified in an audit | Mandate is outlined specifically in the regulation or policy | Mandate is inferred | Mandate is unclear | Not addressed |
| Position required to maintain the critical operations of the University | Rationale for position has been strongly articulated and is supported by relevant data | Rationale is moderately substantiated by information and data | Need is minimally substantiated by information and relevant data | Not addressed |
| Position required to enhance student success | Student success is significantly impacted | Student success is impacted | Student success is minimally impacted | Not addressed |
| Position required to support campus health and safety | Rationale for position is strongly substantiated by data | Rationale for position is substantiated by data | Rationale for position is minimally substantiated by data | Not addressed |
| Position required to achieve enrollment goals | Impact on enrollment is significant, according to data | Impact on enrollment is moderate, according to data | Impact on enrollment is minimal, according to data | Not addressed |
| Position required to appropriately market and promote the University | Marketing initiative’s momentum is significantly enhanced | Moderate impact on the marketing initiative | Minimal impact on the marketing initiative | Not addressed |

Note: Positions funded completely from auxiliary funds, grants or contracts are not subject to the hiring freeze.