

Update: Guidance on the Hiring Review Process

April 11, 2025



Dear Deans, Directors and Chairs-

We appreciate your patience as we work through the details of the hiring review process for the Lawrence and Edwards campuses that Chancellor Girod referenced in his [March 25th email](#). Our goal is to establish meaningful and efficient measures to ensure our recruiting and hiring decisions are mission-critical and aligned with the broader university strategy.

With that focus, this communication is intended to provide clarity to the current process for upcoming recruiting and hiring needs.

- **Student Hourly and Unclassified Professional Temporary Positions –** These do not require a Strategic Hiring Review Process form or OAC report; however, a valid funding source will be required at the time of recruitment. Please work directly with your Talent Acquisition Team member to begin or continue your recruiting and hiring activities for summer and fall.
- **Staff Positions, 100% Funded on Sponsored Projects and Grants –** These are not required to go through a Strategic Hiring Review Process but must have an active and valid funding source for recruitment. Positions must continue on the identified funding sources (or other grant funding) for the duration of the employment.
- **Staff Positions on All Other Funds or Split Funding –** All positions are required to go through the Strategic Hiring Review Process (form located [here](#)). An active and valid funding source is required. An OAC report is not required.
- **GRA, GTA, GA, RGA –** There is no change to the existing hiring or rehire process.
- **Lecturers –** There is no change to the existing hire or rehire process for summer and fall appointments.

All currently posted searches and offers that have already been extended remain valid.

Human resources, finance and research administration continue to work on changes to improve the Strategic Hiring Review Process and the current form based upon feedback you share. We will post changes to the [HR Strategic Hiring webpage](#) as they become available.

Please share these updates with people in your unit who would benefit from knowing.

We encourage your questions and ask that you reach out to employ@ku.edu for immediate assistance.

Respectfully,

Chari J. Young

Chief Human Resource Officer and Senior Vice Chancellor