

Policy on Hiring Employees for Grant-funded Positions

As with any employee on campus, a grant-funded position should have a written job description and salary ranges that meets John Carroll guidelines.

The original employee status form for grant-funded positions should be sent to the Associate Academic Vice President after the Department Head has signed off on the form. Associate Academic Vice President will initial the form under the “OFFICE USE ONLY” box indicating that grant funds do exist for the position. The Associate Academic Vice President will then forward the form to the Academic Vice President for approval.

Note that should the employee be a current John Carroll student (graduate or undergraduate), a copy of the form should be sent by the supervisor to the Assistant Director, Finance Aid. (See also Student Hiring Policy for Sponsored Projects.)

The Human Resources Office will coordinate the hiring process in accordance with John Carroll policy.

Revised September 2005