

Summary of Academic Staff Hiring Procedures

All communications will take place through the department chair.

Step 1: Complete and submit a ***Request to Fill Position, Form A***. Receive notification from the Provost of authorization to conduct search.

Attach to Form A, the following:

- ***Equal Opportunity Recruitment Plan, Form B***
- Job description
- Vacancy announcement (long ad) and ad language (short ad); (template available online)
- Recruitment agenda with timelines

The Recruitment may proceed when a signed copy of Form A is returned to the Department.

Step 2: Contact the Diversity/Affirmative Action Office for a Red Search file packet. Following Search & Screen Committee membership approval, the Department Chair, Search Committee Chair, all Search Committee members and the committee support person will meet with the HR Director and the Affirmative Action Officer to receive Red Search File Packet. The meeting will be coordinated through the Search Committee Chair. The recruitment process will be discussed.

Red File Meeting: A red folder will be provided with the appropriate forms for each search. All documentation of the search, including forms, ad copies, purchase orders, minutes, assessment criteria, emails, etc. are to be kept in the folder. Individual applicant files will be kept separately. The red folder and all applicant files will be retained in the Affirmative Action Office at the completion of the search.

Step 3: The Department Chair/Director will be notified by the Diversity/Affirmative Action Office following approval of submitted materials by the Affirmative Action Officer. Submit purchase requisitions to the Diversity/Affirmative Action Office as well as electronic versions of job description and vacancy announcements. The Diversity/Affirmative Action Office will e-mail approved vacancy announcements to Human Resources for posting on UW-S Employment Opportunities website and HigherEdJobs.com.

Step 4: Submit to the Diversity/Affirmative Action Officer all questions and assessment criteria used in the process. This includes interview questions and questions from other venues if the candidates' answers will be used in the hiring decision. (Examples of interview questions available online)

Step 5: Send ***Affirmative Action Data form (insert search number on form before sending) and Confidential Communication/Disclosure Form, Form C (insert search number at top of form and return address at bottom of form before sending)***, and ***postage paid envelope*** to each applicant with acknowledgement letter.

Step 6: Complete ***Authorization to Interview, Form D, Roster of Applicants, Form E, and Applicant Interview Expense Authorization, Form F***, and submit all three forms to the Diversity/Affirmative Action Officer with the candidates' complete search files. In addition, submit all other applicant files received for the certification process.

Step 7: Diversity/Affirmative Action Officer certifies the pool prior to interview.

Step 8: Schedule on-campus interviews and include meetings for each candidate with the Human Resources Office.

Step 9: The Department Chair/Director and Search Committee Chair will meet with the Appointing Authority (Director of Human Resources) to submit and discuss the ***Candidate(s) Recommended for Appointment, Form G***, listing the strengths and weaknesses of each acceptable candidate for the Appointing Authority's approval. The Appointing Authority may select a candidate; reconvene the search committee; re-interview a candidate; or perform reference checks. The Appointing Authority will meet with the Diversity/Affirmative Action Officer for signature.

Step 10: After a verbal offer has been made by the Appointing Authority and accepted, complete the ***Recommendation for Appointment, Form H(2)***, and submit to Human Resources with the candidate's vita and transcripts, if available, to complete their personnel file. Human Resources will conduct the Criminal Background Check and send a contract letter to the candidate.

Step 11: Complete the ***Statistical Report on Search Conclusion, Form I***, and put in red search file.

Step 12: Turn in complete red search file with all applicant files to the Diversity/Affirmative Action Office to be retained for six years.

All of these forms are available at the following link: http://www.uwsuper.edu/wb/hr/recruitment_unclass

NOTE: The Red File and the HR website contain the ***Recruitment Guide for Positions of 50% or Greater***; however, search committees should be aware that it is currently under revision. The Summary of Academic Staff Hiring Procedures is accurate, and it, along with the document on screening process, refers to the actual process and forms that should be used in your search.