

UW-Whitewater  
**Search and Screen Process**  
**In-Depth Review**  
**FACULTY & ACADEMIC STAFF POSITIONS**

Obtain the Red Hiring Packet from the Office of Human Resources & Diversity (Hyer 330) OR forms can be downloaded at <http://www.uww.edu/adminaffairs/hr/searchscr.html>. If the forms have been downloaded, Human Resources & Diversity will place the completed forms in the Red Hiring Packet upon return to the college/department. Please keep all documents in the Red Hiring Packet during the process.

The [Recruitment Sign-Off Sheet](#) has five steps described in detail below.

**Step 1: Request for Search**

- A. The hiring department completes Section 1 of the [Recruitment Sign-Off Sheet](#). Include a copy of the written position request from the college/department staffing plan approved by the Dean or Division head. Include the position description and draft announcements (all draft advertisements).
- B. The hiring department consults with the Office of Diversity to complete the [Statement of Recruitment Procedures](#). Identify the committee chair, members of the search and screen committee and a recruitment plan for the position (see 1C and 1D below). The hiring department arranges for the search and screen committee to meet with the Diversity Manager to provide process orientation and overview. (ext. 5669)
- C. The search and screen committee will be selected with recommended committee size of 4-7 members. The department should define a search and screen committee by open and fair procedures previously agreed upon by the department members and dean, which through its composition and/or procedures, shall demonstrate the university's commitment to diversity (to include gender and racial/ethnic diversity) and provide for faculty and student participation. This can include at-large committee members from other departments/colleges who can lend an important perspective to the committee process. Normally, department chairs will not serve as chairs of the search and screen committee.
- D. For Faculty Positions: The recruitment plan must have at least one national publication, such as [The Chronicle of Higher Education](#) (This is a requirement of all Tenure Track Faculty searches). Every effort will be made to identify and attract a diverse pool of applicants. Positions will be advertised in print for a minimum of thirty (30) days (not including the day it was posted) with a search extension if the size and/or diversity of the pool are deemed inadequate. Six to eight weeks advertising time is recommended.
  - a. The advertisement must be in a website or publication that is NATIONAL in scope. Websites or publications that only list job opportunities in a specific region probably do not qualify to satisfy the PERM requirements.
  - b. The publication or website must be that of a PROFESSIONAL JOURNAL (e.g. [The Chronicle of Higher Education](#)), meaning that the journal which publishes the ad must regularly offer articles with scholarly or professional content in addition to job listings in at least one of its formats.

- c. Electronic advertisements must be posted for a MINIMUM OF THIRTY (30) CALENDAR DAYS (not including the day it was posted).
- d. The START AND END DATES of the electronic advertisement must be documented. The gold standard of evidence for this requirement would be computer printouts of the advertisement from a web browser showing the URL and the date. Those printouts would ideally be made on both the day the ad was posted and the day the ad was taken down. There may be other types of acceptable evidence if this is infeasible.
- E. The position description should be concrete and specific. It should include an outline of the position, minimum degree requirements, and essential job functions as well as secondary duties of the position.
- F. In determining the application procedure for the announcement, refer to the degree requirements in the position description and other information required of applicants. Typically this includes cover letter, resume/vitae, names of references or letters and unofficial transcripts (official transcripts will be required upon hiring).
- G. Obtain signatures of the Department Chair/Dean as appropriate.

**Step 2: Approval to Conduct Search**

- A. Send the Red Hiring Packet to the Office of Human Resources and Diversity (Hyer 330) for tracking.
- B. The Red Hiring Packet will be forwarded to the Provost (Hyer 427) for approval to conduct the search.
- B. Once the Provost's approval is received, the Red Hiring Packet will be forwarded back to the Office of Human Resources and Diversity for logging and then to the Office of Budget and Finance (Hyer 330) for budget approval.
- C. Once the Office of Budget and Finance approval is received, the Red Hiring Packet will be forwarded back to the Office of Human Resources and Diversity.

**Step 3: Approval of Search Plan**

- A. The Red Hiring Packet is then forwarded to The Office of Diversity (Hyer 330) for approval of the advertisement, position description, recruitment procedures and committee composition, as listed on the [Statement of Recruitment Procedures](#).
- B. Upon approval, the hiring department will be notified by the Office of Human Resources and Diversity that the Red Hiring Packet is available for pickup and may begin the search.
- C. The hiring department will set the Recruitment Procedures in motion. All ads placed will be copied and attached to the [Statement of Recruitment Procedures](#). An electronic copy of the final position description and announcement will be sent to [hr@uww.edu](mailto:hr@uww.edu) to be placed on the UWW website.
- D. Upon receipt of applications, the hiring department will send confirmation letters and Affirmative Action (AA) cards to all applicants promptly. The position number and applicant name will be placed on the AA cards by the department before mailing.
- E. The Search and Screen Committee will:
  - 1) Develop application screening criteria, interview procedures and interview questions.

- 2) Upon passing of the first review date, complete the [Applicant Roster](#) form and contact the Dean and The Office of Diversity to confirm continuation of the search based upon the size, diversity and quality of the applicant pool.
- 3) Review all applications.
- 4) Select finalists for the position. The number of interview candidates is subject to the agreement of the department, supervisor and relevant administrators. The search committee is required to receive special permission to interview just one candidate and is highly discouraged.
- 5) Complete the [Applicant Roster](#) with reason codes indicated.
- 6) Send the [Recruitment Sign-Off Sheet](#) (completed through Section 4) with the recommended interviewees.
- 7) Include supporting documentation demonstrating what methodology was used to select the finalists.
- 8) Send the Red Hiring Folder including all of the above to the Department Chair.

#### **Step 4: Approval to Interview Finalists**

- A. The Search and Screen Committee will forward finalists for approval to interview to the Department Chair.
- B. The Department Chair will review and if approved send the signed form in the Red Hiring Packet to the Dean.
- C. The Dean (as appropriate) will review and if approved, forward to the Office of Human Resources and Diversity for logging.
- D. The Office of Human Resources and Diversity will forward the packet to the Provost for approval.
- E. The Provost will review and if approved, will forward to The Office of Diversity for review.
- F. The Office of Diversity will review and if approved, forward to the Human Resources and Diversity Director.
- G. The Human Resources and Diversity Director will confirm that all applicants selected to interview meet the minimum qualifications and if approved, returns approval to the Search and Screen Committee via the Dean or Department.
- H. With the approval of the finalists, the interview process can begin. **It is recommended that all “Finalists” receive the Background Check Consent form to complete.** If any of the finalists are not available for interview, other qualified applicants may be proposed for approval to interview. (Those previously excluded on the [Applicant Roster](#) with reason code E-1 will be considered first).
- I. The Search and Screen Committee will interview the finalists and collect completed **Background Check Consent forms and have candidate place in sealed envelope.** If the position is higher than assistant professor, interviews with the Provost (associate professor and professor rank) and Chancellor (professor rank) are required.
- J. The Department Chair and Dean will interview all candidates and inform them of relevant policies and procedures (i.e. I9 and Criminal Background Check).
- K. **At each interview level**, the same core questions and format must be used during the interview of all candidates. **It is recommended that Criteria are established for interview questions.**

**Step 5: Approval of Recommended Applicant(s)**

- A. At the close of the interview process, the Department or its Search and Screen Committee, the Department Chair, and the Dean shall meet to consider the respective views of the candidates' strengths and weaknesses (in writing), the Department's needs, and proposed terms of employment. At the close of this consideration, the Department or its Search and Screen Committee and the Dean shall:
- 1) Prepare a written document including:
    - (a) statement of their recommendation of the candidate to be offered the position,
    - (b) signatures of all members of the Department or its search committee and the Dean participating in this consideration process.
  - 2) If the Department or its Search and Screen Committee, Department Chair and Dean do not reach consensus to recommend any of the candidates, then the Department or its Search and Screen Committee shall file one of the following in writing:
    - (a) request with the Provost and the Diversity Manager asking that they meet with the department or its search committee, department chair, and the dean to again work toward consensus to recommend a finalist, or
    - (b) memo with the strengths and weaknesses of the acceptable candidates for hire to the Provost and Diversity Manager, or
    - (c) request with the Diversity Manager that the search be continued,  
or
    - (d) recommendation with the Diversity Manager that the search be terminated.
- B. When the actions specified in Step **5A** above have been concluded, the Dean submits the document prepared in Step **5A (1) (a)** enclosed in the Red Hiring Packet to the Provost and the Diversity Manager.
- C. If the Provost and Diversity Manager agree with the recommendation prepared in Step **5A (1) (a)**, then the Provost shall request that the Dean:
- 1) Contact the finalist and negotiate what would be an acceptable offer of employment following the terms described in **5A (1) (b)** above.
  - 2) Prepare the *Unclassified Hiring Form* (Dean signature on the *Unclassified Hiring Form* confirms that preliminary work authorization for the candidates has been verified).
- D. If the Provost and Diversity Manager agree with the recommendation prepared in **5A (1) (a)** above, but the Dean was unable to negotiate with the candidate an acceptable offer of employment following the terms described in **5A (1), (b)** above, then the Dean shall meet with the Department or its Search and Screen Committee

and the Department Chair to either:

- 1) Recommend one of the other candidates as determined in **5A** above, and prepare a written recommendation of the candidate as in **5A (1)** above, or
  - 2) Request continuation or termination of the search (**5A (2) (b)** and **(c)** above).
- E. If the Provost and Diversity Manager disagree with the recommendation prepared in **5A (1) (a)** above, the Provost shall request that the Dean meet with the Department or its Search and Screen Committee and the Department Chair to:
- 1) Recommend one of the other candidates as determined in **5A** above, and prepare a written recommendation of the candidate as in **5A (1) (a)** above, or
  - 2) Request continuation or termination of the search **5A (2) (c)** and **(d)** above).

**Please note: At the conclusion of the search, all relevant materials (resumes/vitae, letters of recommendation, job description and selection criteria etc.) pertaining to this search should be sent to the Office of Human Resources & Diversity in Hyer Hall 330 for records retention management.**

November 2011