To: Dean Van Galen, Chancellor

116 North Hall

University of Wisconsin – River Falls

From: Kelly Browning, Chair

Academic Staff Council

University of Wisconsin – River Falls

February 16, 2016

RE: UWRF Academic Staff Council Motion 2015-16/1

At the February 16, 2016 meeting of the University of Wisconsin – River Falls Academic Staff Council, motion 2015-16/1 was revised and passed. This motion is forwarded to you for your action.

Revised Motion on Faculty and Staff Handbook Changes to Chapter 6.4, Recruitment
Summary of revised changes are below, attached is the current version, proposed version (voted on at the 01/26/2016 Academic Staff Council meeting), and revisions on Ch. 6.4.4

- Removal of the Ch. 6.4.4.1 in the proposed and updated language

Approved: ✔

Disapproved: ______

[Signature]
Dean Van Galen, Chancellor

2/20/16
Date
6.4.1 Position Vacancy

Current procedures for requesting and filling positions are found in the document entitled “Recruitment Overview,” on the UWRF Human Resources website.

6.4.2 Recruitment-Procedure

The search and screen committee is obligated to provide a complete description of the contractual appointment of an academic staff position and University policies regarding future potential employment options.

Recruitment committee makeup is dependent on the nature of the particular search. The following table delineates the eligibility and responsibilities of potential committee members.

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Student  Serves and advises only\(^3\)  Serves and advises only\(^4\)

Community Member  May not serve or vote  Serves and advises only\(^3\)

Classified Staff  May not serve or vote  May serve and vote

1. Every faculty member, including the academic unit/department chair, with two consecutive semesters of service in that academic unit/department shall be eligible to serve on the Recruitment Committee, with the exception of emeriti, persons who have officially announced their intention to retire, those who have received non-renewal notices or resigned for reasons other than retirement, and the individual being replaced.

2. Academic staff may serve and vote on search committees hiring full-time faculty positions with coaching assignments, full-time coaching-related instructional academic staff positions, and academic staff support positions.

3. Students and community members may serve in an advisory, non-voting capacity at the discretion of the unit.

4. Student representation on the Recruitment Committee is highly recommended for units with significant student involvement.

6.4.3 Search and Screen Committee Structure: Non-instructional Academic Staff

Non-instructional academic staff search and screen composition should reflect, as much as possible, both the stake various groups have in the outcome and the extent to which that group will deal with each particular administrator. All committees shall include gender and racial/ethnic diversity within the voting membership at a level approved by the Assistant to the Chancellor for Equity, Compliance, and Affirmative Action.

Composition of committees searching for positions in which the appointee does not receive faculty tenure and which are primarily non-academic administrative positions may include, as appropriate, members of the Academic Staff Council, members of the faculty, student members, classified employees, and members selected by the Chancellor. If after the Chancellor has made his or her selection of members the academic staff do not constitute the largest representation of any one group on the committee, additional academic staff members shall be added to ensure the appropriate representation.

Non-voting members that the committee shall consult with to ensure compliance with federal, state, UW-System and UW-River Falls policies and procedures shall include at a minimum the Assistant to the Chancellor for Equity, Compliance, and Affirmative Action and the Director of Human Resources.
The Assistant to the Chancellor for Equity, Compliance, and Affirmative Action is responsible for ensuring compliance with affirmative action regulations, compiling required AA/EEO data on each applicant and providing summary data as appropriate. If the Assistant to the Chancellor for Equity, Compliance, and Affirmative Action determines that a search committee membership is not sufficiently diverse, he or she may ask that any or all groups of nominees be revised. The Director of Human Resources is responsible for convening the search committee, serving as a resource in the search process, and facilitating the recruitment process within the UW-River Falls guidelines in consultation with the hiring authority, including a Dean, division head, Provost, Vice Chancellor, or Chancellor, and the Assistant to the Chancellor for Equity, Compliance, and Affirmative Action.

6.4.4. Staffing of a Teaching Position by Appointment of an Instructional Academic Staff Member

UPG 2.06 (verbatim):

It is not the intent of these guidelines to permit or encourage excessive dependence upon academic staff to perform teaching responsibilities, nor is it the intent that these guidelines be applied retroactively. Indeed, if the duties of a position are those customarily associated with a faculty position, then the appropriate first question is why the position should not be categorized as faculty. In conducting that analysis, one can determine that the staffing of a teaching position by appointment of an instructional academic staff member, rather than a probationary faculty member, may be appropriate but not mandatory if any of the following conditions apply:

(1) The position is to be filled by someone who lacks the minimal academic credentials for a faculty appointment.

(2) The position being filled does not include the full range of responsibilities of a faculty appointment, which includes teaching, research, and institutional and public service.

(3) The need for the instructional services is expected to be short-term. Considerations such as the following are apparent:

(a) A member of the faculty who will normally perform these responsibilities is on leave, or is on a retraining leave, but is otherwise expected to be available after a particular date.

(b) There is a reasonable possibility that departmental planning within the broadest context of institutional planning will result in phasing out or consolidating of particular courses or sections involved either as an adjustment to projected declining enrollments, or as an outcome of curricular review or changes in curricular structure.

(4) The funds supporting the position are not expected to be available beyond a given time
period. That is, the funds are fixed-term or grant funds, or funds that are not expected to be available on a continuing basis in the institution's base budget.

(5) The long-range tenure management requirements in the department preclude the possibility of additional probationary faculty appointments.

6.4.5 Recruitment of Instructional Academic Staff

Instructional academic staff are hired from a pool of applicants maintained by the individual colleges, who periodically advertise in order to refill and update the pool.

Academic staff members who are appointed to teaching positions, either on a part-time or full-time basis, shall be appointed only upon the affirmative recommendation of the faculty of the academic unit within which their teaching responsibilities will lie. The faculty of the academic unit shall also participate in the decision to rehire or not rehire such academic staff members. Rehiring of instructional academic staff shall be made only with the affirmative recommendation of the faculty concerned. Within the academic unit, only faculty members with at least two consecutive semesters of service at UW-River Falls and who have neither received nonrenewal notices nor resigned for reasons other than retirement, shall be eligible to vote on questions of appointment and reappointment of academic staff members with teaching responsibilities.

Proposed Version – 6.4 Recruitment

6.4.1. Purpose

This policy establishes merit-based recruitment and selection procedures for filling vacancies for Non-Instructional Academic Staff and Instructional Academic Staff (see 6.4.13) at the University of Wisconsin – River Falls. The principles of equal employment opportunity, non-discrimination, and cultural diversity will apply throughout the recruitment and selection process. Selection shall be made through a competitive process.

Section UWS 10.01, Wis. Adm. Code specifies three types of academic staff appointments: fixed term, probationary, and indefinite. The terms and conditions of such appointments are described in Chapter UWS 10, Wis. Adm. Code and institution academic staff personnel policies and procedures.

6.4.2. Application

This policy is intended to operate in conjunction with other complementary UW System and UW – River Falls policies and with practices and business processes that collectively enhance UWRF’s good governance and best management practice objectives.

6.4.3 Responsibility of Hiring Manager
Once the decision has been made that a vacancy exists within an academic unit/department and clearance to fill the position has been received from University administration, the academic unit/department, using one of the structures described in Section 6.4.4 below, shall have the primary responsibility for recruitment for Academic Staff appointments.

6.4.4 Determination of Search and Screen Committee Structure

Prior to establishing a recruitment committee, the Hiring Manager will determine the structure of the committee and the procedures to be followed and will consult with Human Resources regarding the committee structure.

Non-instructional academic staff Search and Screen composition should reflect, as much as possible, the stake various groups have in the outcome and the extent to which that group will deal with each particular Hiring Manager. All committees shall include gender and racial/ethnic diversity within the voting membership at a level approved by the EEO / AA Officer.

Composition of committees searching for positions in which the appointee does not receive faculty tenure and which are primarily non-academic administrative positions should include a variety of stakeholders.

When the committee has been established, the HR Manager will discuss the process with the Hiring Manager who will determine the members of the Search and Screen Committee. The committee will consist of at least three members with at least one person representing an affirmative action group, i.e. racial/ethnic minorities, women, or persons with disabilities. The composition of the committee does not necessarily need to reflect the composition of the applicant pool. An academic staff member should be considered as a committee member. The HR Manager will meet with the committee to discuss the hiring process, committee members’ roles and responsibilities, and the online recruitment system.

6.4.5. Preparation of Recruiting Materials

The Hiring Manager is responsible for initiating an active recruitment procedure for academic staff consistent with the Board of Regents policy as well as state and federal laws with respect to non-discrimination and equal employment procedures. Authorization for recruitment shall be contingent upon demonstration of compliance with renewal rights provided to laid-off academic staff personnel in UWS 12.09.

The Search and Screen Committee should make every effort to ensure that the vacancy listings reach as many eligible candidates as possible and work with the Human Resources Office to develop a diverse applicant pool. The EEO / AA Officer shall approve the applicant pool diversity before review of applications begins. The recruiting plan must include, but shall not be limited to, the following:

The following materials are required to recruit for academic staff appointments:

1) Position Description including the following specific information:

   https://www.uwrf.edu/HumanResources/upload/1-Position-Description_052615.docx

   (a) Position title (UW System and Working Title, as appropriate)
   (b) Position summary
   (c) Position responsibilities/essential job functions
   (d) Knowledge, skills and abilities, including qualifications
   (e) Identification as Position of Trust

2) Vacancy Notice including the following information:

   https://www.uwrf.edu/HumanResources/Hiring/upload/vacancy-notice-unclass.docx

   (a) Position summary
   (b) Conditions of appointment
   (c) Anticipated starting date
   (d) Knowledge, skills and abilities, including qualifications
   (e) Application materials to submit through online applicant portal
(f) Person to contact for inquiries on completing application
(g) Application deadline
(h) Date that review of applications begins
(i) Statement on confidentiality of applications
(j) Statement on eligibility to provide VISA sponsorship (per local policy AP-06-101)
(k) UWRF Diversity Statement
(l) Equal Opportunity / Affirmative Action Employment statement
(m) Campus safety information

3) Applicant Screening Tool. This document is developed on the skills, knowledge, and attributes that
the ideal candidate will possess based on the requirements in the position description. The purpose
of the tool is to ensure that uniform standards are applied when reviewing application materials and
interviewing finalists. Multiple levels of screen may occur throughout the process. Examples of such
application materials may include:

(a) Resume/Curriculum Vitae
(b) Professional preparation and experience
(c) Professional involvement and accomplishments
(d) Significant contributions at the departmental, college, university, community, state, national or
   international level in categories other than those identified above, or potential for such
   contributions
(e) Other appropriate criteria as identified in the position description

4) Recruitment Plan. This document will be identified in the online recruitment system. Human Resources will
update the posting to reflect whether the recruitment is internal or external and if the position title is
underutilized for women or minorities.

Human Resources will post positions on the following media outlets: JobCenter of Wisconsin, HERC, and
HigherEdJobs.com. The Hiring Manager will document any additional advertising in the job posting. The
hiring division will be responsible for any additional advertising.

6.4.6 Screening of Applications

During the recruitment and selection process, committee members will have access to confidential information including,
but not limited to, personal information, education history, and employment history of applicants. This information and all
discussions must remain confidential both during and after completion of the selection process. Committee members may
discuss this information only with other members of the committee, as well as with the Hiring Manager, the dean/director,
the Human Resources director/manager, and the EEO/AA Officer. Members must not permit any unauthorized person to
access documents in their possession that contain applicant or recruitment/selection information.

The Search and Screen Committee shall screen applications and recommend applicants for interviews, utilizing
applicant screening tools in Section 6.4.5.3. The Search and Screen Committee chair, in consultation with the Hiring
Manager shall establish the number of candidates to be interviewed, the interview dates and coordinate with the selected
applicants such information.

6.4.7 Reference Checks

Applicants will be required to provide contact information for three to five professional references. Completing reference
check is a critical part of the selection process. A through reference check may produce additional information to help ensure that the most suitable candidate is hired. It is a way to clarify, verify and add data to what has been learned in the interviews and from other portions of the selection process. Never reveal the information received from a previous employer to the candidate. This information should be kept confidential.

The Hiring Manager will draft reference questions and submit them in the online recruitment system for HR review and approval. Prior to making a final hiring decision, the Search and Screen Committee members will check references for the final candidate. Reference checks may be done for multiple candidates, if necessary.

Note: It is preferable to call or email the references and make an appointment for a time during which they are available to talk and not be interrupted. Follow the reference screening forms; appropriate follow-up questions are permissible. Responses should be documented at the time of the call.

6.4.8. Narrative Report from Search and Screen Committee

The Search and Screen Committee will summarize in writing the discussion of candidates' strengths and weaknesses and the committee's preferred candidate(s), relative to the position description. The narrative shall be affirmed by consensus by the eligible members. Candidates are not to be numerically ranked or rated.

The Search and Screen Committee chair will submit to the Hiring Manager the narrative. The Hiring Manager will attach an electronic copy in the online applicant system to the Hiring Proposal.

6.4.9. Procedures for Recommendation

After completing applicant interviews and reference checks, the Search and Screen Committee and/or the Hiring Manager will confer to determine which applicants are acceptable for hiring.

6.4.10. Recruitment and Selection Materials

The Search and Screen Committee chair in consultation with the Hiring Manager shall collect all printed materials, applicant screen tools, notes, completed reference check forms, etc. from the committee members after the selection process is complete. All materials will be forwarded to the Office of Human Resources to be maintained as required under records retention. Note that all materials associate with the selection process are subject to disclosure upon appropriate notification and/or subpoena should the process be challenged.

6.4.11. Appointment Letter

1) Each person to whom an appointment is offered must receive a writing appointment letter in which the Chancellor or other authorized official of the University of Wisconsin-River Falls specifies the following terms and conditions of the appointment:

   (a) type of appointment (e.g., fixed term, probationary, or expectation of continued employment);
   (b) duration of the appointment (starting date, ending date);
   (c) salary (hourly for nonexempt; salary for exempt);
   (d) general position responsibilities;
   (e) definition of operational area;
   (f) duration of the probationary period (if appropriate);
   (g) recognition of prior service as part of the probationary period (if appropriate); and
   (h) outstanding contingencies of the employment offer

2) Accompanying the appointment letter shall be an attachment detailing institutional and UW System employment regulations, rules, and procedures. If the appointment is subject to the approval of the Board of Regents, a statement to this effect must be included in the letter.

Note: Job responsibilities will be outlined in the position description, which will be signed by the selected candidate.

3) In accordance with UWRPF policy AP-06-106, Criminal Background Checks, a criminal background check shall be performed on each new hire for a UW-River Falls position.
4) In accordance with UWRF policy AP-06-101, Immigrant Visa Applications, all new hires must submit documentation establishing both identity and work authorization. Under certain limited conditions, UWRF will submit paperwork to petition for work authorization on behalf of individuals.

6.4.12. Notification of Candidates Not Offered Appointment

The Search and Screen Committee chair is responsible to move all non-selected applicants in the online applicant tracking system to a final status prior to changing the status of the selected finalist(s) to Recommend for Hire.

The final statuses available and as noted below will communicate automatically to the applicant:
(a) Interviewed not hired – Requires reason code, email to applicant once posting is filled
(b) Not interviewed Not hired – Requires reason code, immediate email to applicant
(c) Alternate finalist – email to applicant once posting is filled
(d) Recommend for Hire – no email to applicant

6.4.13. Staffing of a Teaching Position by Appointment of an Instructional Academic Staff Member

UPG 2.06 (verbatim):
It is not the intent of these guidelines to permit or encourage excessive dependence upon academic staff to perform teaching responsibilities, nor is it the intent that these guidelines be applied retroactively. Indeed, if the duties of a position are those customarily associated with a faculty position, then the appropriate first question is why the position should not be categorized as faculty. In conducting that analysis, one can determine that the staffing of a teaching position by appointment of an instructional academic staff member, rather than a probationary faculty member, may be appropriate but not mandatory if any of the following conditions apply:

1) The position is to be filled by someone who lacks the minimal academic credentials for a faculty appointment.

2) The position being filled does not include the full range of responsibilities of a faculty appointment, which includes teaching, research, and institutional and public service.

3) The need for the instructional services is expected to be short-term. Considerations such as the following are apparent:
   a) A member of the faculty who will normally perform these responsibilities is on leave, or is on a retraining leave, but is otherwise expected to be available after a particular date.
   b) There is a reasonable possibility that departmental planning within the broadest context of institutional planning will result in phasing out or consolidating of particular courses or sections involved either as an adjustment to projected declining enrollments, or as an outcome of curricular review or changes in curricular structure.

4) The funds supporting the position are not expected to be available beyond a given time period. That is, the funds are fixed-term or grant funds, or funds that are not expected to be available on a continuing basis in the institution's base budget.

5) The long-range tenure management requirements in the department preclude the possibility of additional probationary faculty appointments.

6.4.13.1. Recruitment of Instructional Academic Staff

1) Instructional academic staff are hired from a pool of applicants maintained in the online applicant tracking system, identified as "Ad hoc." Such positions are typically issued a fixed-term terminal appointment and as such as identified in UWS 10.03 are renewable solely at the option of the employing institution and carry no expectation of reemployment beyond their stated term, regardless of how many times renewed.

2) Departments may periodically advertise in order to refill and update their applicant pool. Human Resources should be consulted to review any external advertising.

3) The hiring official (typically College Dean) may simply recommend to hire the candidate of his or her choice following state and federal law, university regulations, and policies.
4) Academic staff members who are appointed to teaching positions, either on a part-time or full-time basis, shall be appointed only upon the affirmative recommendation of the faculty of the academic unit within which their teaching responsibilities will lie. The faculty of the academic unit shall also participate in the decision to rehire or not rehire such academic staff members. Rehiring of instructional academic staff shall be made only with the affirmative recommendation of the faculty concerned. Within the academic unit, only faculty members with at least two consecutive semesters of service at UW – River Falls and who have neither received nonrenewal notice nor resigned for reason other than retirement, shall be eligible to vote on questions of appointment and reappointment of academic staff members with teaching responsibilities.

6.4.13.2 Procedures – Instructional Academic Staff

The online applicant tracking system uses a continuous recruitment process for Instructional Academic Staff recruitment. The process of extending a job offer is described with the following workflow:

1) Online job postings are defined specifically for each college/discipline
2) Online collection of applications and associated materials for review
3) Pool applicant review conducted by Department Chair in the Search Chair role and / or Designee in the Search Committee Member role
4) Approval managed by the Search Chair role / Department Chair
   Department Chair initiates a “Request to Hire Ad Hoc” Form
   on https://www.uwrf.edu/HumanResources/Ad-Hoc.cfm
5) A Specific Posting is created for each Ad Hoc position (by Dean’s Assistant)
6) Creation of an electronic ‘Hiring Proposal’ for the selected candidate, which combines posting data, applicant data, and job offer data (by Dean’s Assistant)
7) Initiation of offer letters and onboarding activities (by Human Resources)

6.4.14 Placement of Interim Appointments / Emergency Hires

Appointments for interim assignments and emergency hires are placed from assigned and approved candidate in the online applicant tracking system. The placement of an interim appointment / emergency hire should be used only when exceptional conditions prohibit the completion of a competitive recruitment for a fixed-term renewable academic staff appointment.

1) Interim / emergency hire appointments are issued a fixed-term terminal appointment; as such as identified in UWS 10.03 are renewable solely at the option of the employing institution and carry no expectation of reemployment beyond their stated term, regardless of how many times renewed.
2) Typical duration of an interim appointment / emergency hire should be 12 months. During that 12 month period, a determination should be made to extend interim appointment or complete competitive recruitment, as identified in 6.4.1.
3) The hiring official (typically College Dean or Department Director) may recommend to hire the candidate of his or her choice following state and federal law, university regulations, and policies.
4) Appointments for interim/emergency hires will be completed in the online application tracking system. College Deans or Department Directors should work directly with Human Resources on the specific procedures.
Proposed at the January 2016 Academic Staff Council meeting;

6.4.4 Determination of Search and Screen Committee Structure

Prior to establishing a recruitment committee, the Hiring Manager will determine the structure of the committee and the procedures to be followed and will consult with Human Resources regarding the committee structure.

Non-instructional academic staff Search and Screen composition should reflect, as much as possible, the stake various groups have in the outcome and the extent to which that group will deal with each particular Hiring Manager. All committees shall include gender and racial/ethnic diversity within the voting membership at a level approved by the EEO / AA Officer.

Composition of committees searching for positions in which the appointee does not receive faculty tenure and which are primarily non-academic administrative positions should include a variety of stakeholders.

Any non-voting members that the committee could consult with to ensure compliance with federal, state, UW-System and UW-River Falls policies and procedures shall be approved by the Director of Human Resources and/or designee. When all required approvals have been received, the HR Manager will discuss the process in more detail with the Hiring Manager who will determine the members of the Search and Screen Committee. The committee will consist of at least three members with at least one person representing an affirmative action group, i.e. racial/ethnic minorities, women, or persons with disabilities. The composition of the committee does not necessarily need to reflect the composition of the applicant pool. An academic staff member should be considered as a committee member. The HR Manager will meet with the committee to discuss the hiring process, committee members' roles and responsibilities, and the online recruitment system.

The following table lists who is eligible to serve on a Search and Screen Committee, depending upon the type of search, and the voting rights of each of those members. The actual composition of the committee is determined separately.

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1. Every faculty member, including the academic unit/department chair, with two consecutive semesters of service in that academic unit/department shall be eligible to serve on the Search and Screen Committee, with the exception of emeriti, persons who have officially announced their intention to retire, those who have received non-renewal notices or resigned for reasons other than retirement, and the individual being replaced. Faculty Senate must approve any faculty serving on Search and Screen Committees for Academic Staff open positions.

2. Academic staff may serve and vote on search committees hiring full-time faculty positions with coaching assignments, full-time coaching related instructional academic staff positions, and academic staff support positions.

3. Students and community members may serve in an advisory, non-voting capacity at the discretion of the unit.

4. Student representation on the Search and Screen Committee is highly recommended for units with significant student involvement.

5. Non-Instructional Academic Staff in a full time interim or emergency hire appointment may serve if they have a minimum of 2 years of services at UWRF.
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