

1 **Academic Staff Personnel Rules**
2 **Chapter Three - Recruitment of Academic Staff**

3 **ACS 3.0. Recruitment of Academic Staff.**

4 When it is determined that an academic staff position is open, the hiring unit shall seek permission to re-
5 cruit through the regular lines of reportage.

6 **ACS 3.1.**

7 The hiring unit shall develop the following materials:

- 8 (1) a detailed position description;
9 (2) a proposed title for the position (using, if appropriate, the University of Wisconsin System position
10 questionnaire);
11 (3) the proposed salary range;
12 (4) the type of academic staff appointment; and
13 (5) the proposed recruitment plan for filling this vacancy.

14 **ACS 3.2.**

15 The Associate Vice Chancellor and the Director of Equity and Affirmative Action shall review and approve
16 all materials submitted by the hiring unit prior to authorizing the initiation of the search or the posting of the
17 position announcement.

18 **ACS 3.3.**

19 Each unit recruiting for a position will have the responsibility to identify and interview candidates following
20 the search and screen procedures in Gov. 6.4. Appointment forms shall be completed by the originating
21 unit and flow through each supervisor to the Chancellor or Provost and Vice Chancellor, as appropriate,
22 for processing. The originating unit is responsible to recommend the candidate and items in the contract
23 such as the length of time during the initial fixed-term when the individual is subject to dismissal, salary,
24 title, and length of appointment. This information should be consistent with the position as advertised. Fi-
25 nal approval of the contract and its terms rests with the Chancellor, the Provost and Vice Chancellor, or
26 the Human Resources Director.

27 **ACS 3.4.**

28 In order to respond to demonstrated market forces, the immediate supervisor of an academic staff position
29 may request that the person be hired under a two-year initial appointment. These requests shall be sub-
30 ject to **careful review and scrutiny** by all levels of review. The Chancellor shall make the final decision
31 whether to issue an initial two-year appointment.