

# **Standard Operating Procedures**

## **Hiring and Recruitment Processes**



## External Recruitments

Most of our positions will be filled via an external recruitment, except in very rare circumstances. Recruitments shall be an active process consistent with sound personnel management practices and in a manner that assures a diverse, highly qualified group of applicants. Selection shall be made according to merit selection principles through a competitive process ([UW System Administrative Policy 1275](#))

- Please view our PageUp recruitment guide on our website for step-by-step instructions

**Position must be posted on our careers page for a minimum of 14 calendar days**

**Search committee must be made up of a diverse and balanced group of people**

## Interim or Acting

**Interim** – A position assumed on a temporary basis while a search/recruitment is or soon to be conducted to replace the previous incumbent

Example: The Director of the Student Recreation and Wellness Center retired from his position (permanent resignation). For the time being, the Assistant Director of the Student Recreation and Wellness Center is placed into the Interim Director of the Student Recreation and Wellness Center position while the search is being conducted for the permanent replacement. The Interim staff will return to the Assistant Director of the Student Recreation and Wellness Center position upon the hiring of a Director of the Student Recreation and Wellness Center.

**Acting** - A position assumed on a temporary basis to replace a regular Academic Staff member who is on leave

Example: The Director of the Student Recreation and Wellness Center is out on maternity leave and plans to return three months after her final day in the office (temporary leave). For the time being, the Assistant Director of the Student Recreation and Wellness Center is placed into the Acting Director of the Student Recreation and Wellness Center position. The Acting staff will return to the Assistant Director of the Student Recreation and Wellness Center position upon the conclusion of the Director's maternity leave.

- Submit an updated position description and organizational chart in PageUp
  - Please make sure you include proposed pay, title, and start date
  - Select Interim/Acting approval line
  - Contract will be issued and accepted through the PageUp system

**Only to be used for Director level positions and above**

**Maximum allowable appointment: two years, with the expectation that a recruitment will be initiated and completed for the permanent position within that time period. You will**

receive an email reminder after 1 year from the Office of Human Recourses to begin the search process, if you have not already done so. The interim/acting position will not be allowed to be extended past two years.

Appointed employee will return to their previous position/title and pay ([UW System Administrative Policy 1277](#))

## Internal Recruitments

For limited situations (unique skills or business need), this process can be used when it is necessary for the University to consider only current university employees.

- Please view our PageUp recruitment guide on our website for step-by-step instructions
  - On the job requisition, please select Internal Search approval line

UW-Oshkosh level - consideration is available to current employees within the UW Oshkosh

UW System level - consideration is available to current employees across all UW System institutions, including UW System Administration

**Position must be posted on our careers page for a minimum of 5 calendar days**

## Waiver of Recruitment

Waivers are used in situations when it is helpful to do a direct hire of an otherwise qualified applicant

An Open recruitment not required when one of the following criteria is met:

**Appointments of 25 percent full-time equivalent or less** – used for Academic and University Staff appointments at 25 percent FTE or less. The candidate does not need to be a current UW employee

**Referral priority/reemployment of individuals impacted by layoff** – used to employ former or current employees who have been impacted by layoff within the timeframe specified on their official layoff notifications. The referral priority/reemployment process applies to employees who have had their employment terminated (only applies to non-performance related) or who have been officially notified their positions will be eliminated due to funding, budget, or program redirection

**Emergency Hire-** used to fill an academic staff vacancy that was sudden and/or unexpected. Emergency hires are allowed to serve in the position for up to 12 months, with the expectation that a recruitment will be initiated and completed for the permanent position within that time period. You will receive an email reminder year from the Office of Human Recourses after 6

months to begin the search process, if you have not already done so. No extensions will be granted and the emergency hire position will terminate and cannot be rehired.

**Spousal or partner hire** – used for Faculty or Limited appointments to employ or retain an employee by hiring the spouse/partner. Approval for spousal or partner hire waivers is contingent on the primary spouse/partner accepting employment with UW-Oshkosh or continuing in the current position

**Rehired annuitant** – used to employ Instructional Academic Staff or Faculty who are retired UW Oshkosh employees. This waiver reason must be used in accordance with the UW Oshkosh rehired annuitant policy.

**Sole source** – used for Academic and Faculty Staff positions created to employ a specific candidate due to unique circumstances, or for a candidate who has unique credentials that allow only him or her to perform the position duties at an exceptional level. These situations are extremely rare. Examples may include the following:

- Position would not otherwise exist: the candidate identified on the direct-hire request must be the direct recipient of grant or other funding for the position. This does not apply to individuals named as co-Principal Investigators or otherwise identified in the grant
- Unique credentials: the candidate identified on the direct-hire request has specific, hard-to find, and unique skills or experience that allows only that person to perform the duties of the job. It must be commonly accepted that there are only a few people who possess the necessary credentials, so there is no value in recruiting.
- New research lab: when a new research lab is moved to UW Oshkosh from another institution, all existing employees working on that laboratory may be hired using the sole source waiver reason

**Dual role (Academic staff only)** – This waiver reason is used to hire a current academic staff employee in a science/research position, into a second appointment in teaching/instructional work, or vice versa (for example, appointing a Scientist into a second appointment as Lecturer).

**Faculty to Academic Staff/Academic Staff to Faculty (FA to AS/AS to FA)** – used when moving from a Faculty appointment to Academic Staff and vice versa. Divisions have guidelines that allow the movement between clinical professor, CHS professor, and tenure track. Movement between CHS/clinical and tenure track Faculty appointments involves changing from Employee Class AS to FA or vice versa.

**Position conversion (US to AS/AS to US)** – used when position duties change from nonexempt to exempt resulting in a move from University Staff (nonexempt) to Academic Staff or Limited (exempt); or when position duties change from exempt to nonexempt resulting in a move from Academic Staff or Limited (exempt) to University Staff (nonexempt).

**University Staff Project to University Staff Continuous** – used to place an existing University Staff Project employee into a University Staff Continuous position. The employee needs to have

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been initially hired via standard or internal recruitment, with a vacancy posting which included language stating that the position may convert to an ongoing appointment in the future. The positions must also be the exact same.

**Other** – used in other situations when a direct hire waiver is approved. Examples may include the following:

- Reassignment due to reorganization
- Employee who qualifies for transfer as disability accommodation
- Movement to a lower position due to performance
- Business Necessity
- Difficult Recruitment
- Time and/or Funding Constraints