

# UNIVERSITY OF WISCONSIN-EXTENSION UNCLASSIFIED PERSONNEL GUIDELINES (UPG)

## UPG #14

### PROCEDURES FOR CONDUCTING INTERNAL SEARCH FOR ACADEMIC STAFF POSITIONS

#### **14.01 Policy Statement**

The present practice within UW-Extension of recruiting for a position requires that there will be open (external) recruitment. That is, that a job description be written, posted, and circulated widely outside of UW-Extension allowing a minimum of 30 calendar days for applicants to apply (EEO Guidelines, Section VI). This process does not exclude internal candidates.

Experience has shown that there are certain circumstances when it would be appropriate to conduct an internal search lasting for 20 calendar days, in order to allow currently employed UW-Extension academic staff an opportunity for advancement or change in responsibilities. When an internal search is contemplated, the following procedures are to be followed:

- (1) When an academic staff position becomes vacant, the UW-Extension division head, in consultation with the appropriate department chair or administrative unit head, will have an opportunity to consider whether the position might be filled from within via an internal search. Questions to be addressed in this consideration are:
  - (a) Is it clear that there are highly qualified candidates available internally who might fill the position?
  - (b) Are there potential internal candidates from one or more of the protected groups: Minorities, women, handicapped?
  - (c) Does the division have a balanced work force? That is, are there a significant percentage of minorities, women, and handicapped in the unit where the vacancy is located?
- (2) Requests for permission to conduct an internal search must be approved by the UW-Extension EEO Office before any such search is undertaken. All requests must be in writing to the EEO Office and must include justification for requesting an internal search. A job description is to accompany each request.
- (3) The usual UW-Extension recruitment procedures shall be followed for all positions posted internally, except that the position will be posted for 20 calendar days, through distribution of the job description to the following locations:
  - (a) The UW-Extension Division offices;
  - (b) The official EEO/AA bulletin board, located on the first floor of the Extension Building, 432 N. Lake Street, Madison;
  - (c) The UW-Extension Personnel Office, Room 105 Extension Building, 432 N. Lake Street, Madison; and
  - (d) Other UW-Extension locations as required under present affirmative action policies (EEO Guidelines, Section VI, 1.41-1.44).
- (4) Interview guidelines, use of applicant appraisal forms, and other EEO procedures followed for open (external) recruitment will also apply for internal recruitment.

**Approved by Executive Committee and Academic Staff Council September 1986**