

UNIVERSITY OF WISCONSIN-EXTENSION UNCLASSIFIED PERSONNEL GUIDELINES
(UPG)

UPG #17

GUIDELINES FOR UW-EXTENSION SEARCH AND SCREEN COMMITTEES

17.01 Development of Position Description

The appointing authority will prepare a written position description and a recruitment plan in consultation with the appropriate faculty and academic staff bodies. Such a position description and recruitment plan shall follow the guidelines set up by the UW-Extension Office of Equal Opportunity and Diversity Programs. All position descriptions sent to potential applicants shall include a UW-Extension Equal Opportunity Data Questionnaire.

17.02 Appointment of a Search and Screen Committee

Appointment of a search and screen committee in University of Wisconsin-Extension is required when vacancies exist for Chancellor, Vice Chancellor, dean or director of a programmatic division, director of an administrative unit, and Cooperative Extension district directors and State program leaders. In all other instances, a search and screen committee may be appointed at the option of the appointing authority.

17.03 Composition of a Search and Screen Committee

Prior to the appointment of a search and screen committee, the appointing authority shall seek the advice of the appropriate faculty and academic staff bodies for the composition of the committee. All search and screen committees should be inclusive of protected groups, i.e., minorities, women, age, and handicapped, whenever possible. The appointing authority should consider the following categories when selecting the search and screen committee members: Faculty, academic staff, classified staff, representative clientele/students, administration, and representation from groups external to UW-Extension or to the UW System. The search and screen committee should be kept to the smallest possible size, consistent with fair representation. Amount of representation of aforementioned groups should reflect the nature of the position.

17.04 Charge to Committee

The charge to the committee is to provide a slate of candidates from which the appointing authority may select a candidate for hiring. The appointing authority may provide the search and screen committee with the number of candidates to be selected and whether the slate of candidates be ranked or unranked by the committee. The search and screen committee or a subset thereof shall serve as an interviewing panel of the candidates.

17.05 Search and Screen Committee Chair Designation

The appointing authority, in consultation with appropriate faculty and academic staff bodies, shall appoint the chair of the committee.

17.06 Committee Support Services

The appointing authority, in consultation with the search and screen committee and the UW-Extension Secretary of the Faculty and Academic Staff, shall identify and provide for the appropriate committee support services, such as taking minutes, assembling vita materials, and scheduling interviews.

17.07 Financial Arrangements

The appointing authority shall provide reimbursement of necessary expenses incurred by the search and screen committee. Travel and related expenses of candidates may be paid under conditions arranged for by the appointing authority.

17.08 Search and Screen Committee Responsibilities

At the first meeting of a search and screen committee, the appointing authority should be present to distribute the position description and explain to the committee the position's specific responsibilities. Thereafter it becomes the responsibility of the committee chair to initiate and implement the following actions and procedures:

- (1) Guidelines: A copy of the University of Wisconsin-Extension "Guidelines for Hiring" should be provided to the Chair of the Committee (and made available to all committee members) and discussed at the first meeting. The committee chair is responsible for reviewing the Wisconsin Open Meeting Law and issues regarding confidentiality.
- (2) Time frame: Prior to posting the position description, the search and screen committee should establish a realistic time frame which will meet the needs of both the committee and the appointing authority.
- (3) Procedures for Selection: The search and screen committee should decide upon a formal procedure, including criteria to be applied in the selection process. Each candidate proposed should be discussed thoroughly. A formal vote to accept or reject a candidate shall be made at a formal committee meeting. The slate of names agreed upon should be determined by at least a majority vote of the committee. In any instance, no action should be taken except at a formal meeting of the committee.
- (4) Minutes: Minutes shall be kept of each meeting, consistent with the requirements of the Wisconsin Open Meeting Law.
- (5) Locating Candidates: The committee should avail itself of all promising sources in obtaining names of qualified candidates. To reach prospective candidates, the committee may wish to (1) advertise in professional journals; (2) promote interviews at professional meetings; (3) contact universities and minority professional groups; (4) get in touch with persons who have attended or provided instruction at University of Wisconsin-Extension institutes, workshops, conferences; (5) ask for the advice of departmental executive committees, the UW-Extension Faculty Senate, University Committee, and Academic Staff Council; (6) solicit names of candidates via general or selective mailings to University of Wisconsin System faculty and academic staff members; (7) utilize the services of employment agencies specializing in recruitment of academic personnel; and (8) utilize any other recruitment methods which are deemed necessary and/or practical.
- (6) Minority and Protected Employment: It is the policy of University of Wisconsin-Extension to provide equal employment opportunities for all people. Special efforts should be made by search and screen committees to present an employment opportunity to members of minority and protected groups who may not learn of openings for which they are qualified through the usual channels. Where traditional screening mechanisms do not reflect measures that may be appropriate for evaluating the capabilities of members of particular minority and protected groups, revised mechanisms should be developed and applied.
- (7) Evaluation of Candidates: In addition to interviews, committee members, in consultation with the committee chair, may secure additional information for use in evaluating candidates. In addition to the references provided by the candidate, the committee should seek additional references and the candidate should be notified that additional references are being sought. It is emphasized that the information obtained from any reference will be treated as confidential. Equivalent evaluation procedures shall be used for all candidates.
- (8) Notification of Candidates: The chair shall be responsible for prompt notification of candidates regarding the search and screen committee's decisions affecting the status of the candidate.
- (9) Final Report and Recommendations: At the conclusion of a search and screen committee's work, the chair of the committee shall prepare and present a report and recommendations to the appointing authority. This report shall include a completed UW-

Extension Office of Equal Opportunity and Diversity Programs interview summary. Each division shall establish and retain files for each search and screen conducted in the division. The files shall be retained for a minimum of two years.

- (10) Unsuccessful Search: If none of the candidates proposed is satisfactory to the appointing authority or if acceptable candidates should all decline offers, the same search and screen committee or a new committee should then be charged with providing a second slate of candidates.

Adopted March, 1970
Revised February, 1988
Revised September, 2001