

## Exceptions to Open Recruitment

The Affirmative Action/Equal Employment Opportunity policies require that all potential candidates for a position be given an opportunity to apply for and be considered for the position. Approval to recruit is required before any open recruitment begins. Open recruitment is required for faculty, academic staff and limited positions. (Recruitments for civil service positions are covered by the OSER guidelines for such positions.) Exceptions to this requirement may be granted under the following circumstances. All waiver requests are to be forwarded to Human Resources.

Exceptions for which a waiver form is not needed (relevant approvals per UWM policies must be obtained):

1. Zero dollar appointment such as honorary appointments for visiting scholars or adjuncts.
2. Emeritus appointment (only for faculty retired from UWM)
3. Temporary L/I appointment (appointment of faculty whose tenure status and employment rights are limited to another University of Wisconsin institution). This is typically done through an inter-institutional agreement.
4. Appointment for less than half time.
5. Appointments for less than six months.

Exceptions for which approval must be obtained on the waiver form prior to appointment:

6. Emergency fixed-term appointment to deal with unexpected conditions.
7. Temporary appointment to replace an employee on a leave of absence.
8. Fixed term appointment to the end of the semester for TA's and PA's who have completed their degree requirements.
9. Visiting appointment if appointment will terminate within a three-year period with no prospect of continuing.
10. Temporary acting administrative appointment.
11. Fixed term appointment of re-employed annuitant.
12. Spousal/partner hire.
13. Referral priority, if academic staff is in lay-off status, or on notice of non-renewal, for budgetary or programmatic reasons.
14. Position conversion with necessary approvals.

# REQUEST FOR WAIVER OF OPEN RECRUITMENT

Div/Sch/Coll and Dept. (Name **and** UDDS):

If jointly appointed, other Div/Sch/Coll and Dept.:

Is this a new position?  Yes  No. If Yes, attach recruitment plan showing the proposed appointment.

If No, name of incumbent:

Appt ID:

Name of proposed employee:

Provide Reason for Request (attach additional sheet, if needed). Waiver Reason Code: \_\_\_\_\_ (see below)

Appointment type:  Faculty  Academic Staff  Limited

Appointment is  Renewable  Terminal

Desired Starting Date:

If terminal, End Date:

Eligible for retirement?  Yes  No

Title Name:

Title Code:

Working Title:

Appointment %:

Full time salary rate/basis:

Fund /Account/Activity:

All requests must include proposed employee's resume, a position description and organization chart and be forwarded to Human Resources.

\_\_\_\_\_  
Department Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/Director Approval

\_\_\_\_\_  
Date

## Human Resources Audit:

Job Group: \_\_\_\_\_  Utilized  Underutilized  Females  Minorities

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date

## Provost's Action:

Granted  Denied Comments: \_\_\_\_\_

\_\_\_\_\_  
Provost Signature

\_\_\_\_\_  
Date

## Waiver Reason Codes:

**A** = Emergency Appointment

**B** = L.O.A. Replacement

**C** = Degree Completion for TA & PA (to end of semester)

**D** = Visiting Appointment

**E** = Temporary Acting Appointment (for Limited titles)

**F** = Re-employed Annuitant

**G** = Spouse/Partner Accommodation Hire

**H** = Referral Priority

**I** = Position Conversion