

Structuring UW for the Future Project

HR Guidance Regarding the Process to Fill Open Faculty Positions

The following document provides general guidance regarding the process to fill new open and funded faculty positions created as part of the UW Restructuring Plan presented to the Board of Trustees on 14 July 2021. This is a high-level document; additional details will be provided in the future.

Guiding Principles

- **A Central Position Management (CPM) process will be used to request and allocate new faculty positions.**
 - Protocol for submitting position requests will be provided to the Deans by the Provost and Executive Vice President.
 - Except under extraordinary circumstances, Academic Affairs will not capture existing funded positions that were made vacant because of efforts made by department faculty and leadership to uphold rigorous academic standards. Academic departments will be authorized to refill any tenure-track or non-tenure track faculty position on a fixed-term-rolling contract track vacated due to a negative personnel decision originating in the department/unit. This category includes negative tenure decisions, negative reappointment decisions, and negative fixed-term-rolling contract decisions. It does not include negative decisions in which the unit or unit head recommended retaining the individual in question.
- **UW will utilize existing processes to fill open faculty positions, including any faculty transfers that occur due to program discontinuance, reorganization, consolidation, and elimination.**
 - These processes include the submission of materials outlining qualifications and discipline-specific expertise when being considered for open positions; a search committee made up of faculty and others with knowledge of the discipline who will review the materials and identify strengths and weaknesses of each faculty member being considered for the position; dean review and recommendation; and final determination by the Provost and Executive Vice President.
 - Implementation: All impacted employees will be encouraged to submit materials for consideration of open positions for which they believe they are qualified, have discipline specific expertise, and are interested in. No one regardless of rank or tenure/fixed-term status will be pre-identified for, or promised, an open University position.
- **Impacted faculty whose positions were terminated will have the opportunity to provide documentation of relevant discipline specific expertise for consideration in open positions in existing academic programs, reorganized or consolidated academic programs, or new programs.**
 - Protocol/criteria for determining discipline specific expertise required for new positions will be established by the Provost and Executive Vice President through a process that includes a review committee comprised of deans, department heads, and faculty. The Provost and Executive Vice President may also see feedback from external experts in the discipline.
- **UW will post all open positions internally on the HR dashboard.**

Implementation: The current process to create a job requisition will be utilized, and the position will be posted on the UW job listings site.

- **UW will utilize current, established recruiting processes to fill open positions.**

Implementation: Search Committees will be formed to manage the process to fill all new positions created through this Project.

- **Impacted faculty will be given the first opportunity to be considered for newly created positions resulting from the restructuring plan.**

- Implementation: Only impacted faculty will initially be considered for newly created positions resulting from implementation of the restructuring plan. If no faculty member is deemed qualified with the required discipline specific expertise, the position will be released and posted for a national/international search.

- **Impacted faculty will be granted an interview when applying to an open position, if deemed by the search committee to be qualified with discipline-specific expertise.**

- Implementation: Unless the search committee has deemed the faculty to not be qualified and/or have the discipline-specific expertise, the impacted faculty will be granted an interview.
- If the open position is created within a period on one (1) year following the termination of a tenured faculty and if the search committee deemed the faculty to have the discipline-specific expertise required for the restored or new position, the position shall first be offered to the tenured faculty member whose position was terminated.

- **Impacted faculty who are not transferred to new open positions may be considered for an annual appointment for AY22-23.**

- Implementation: Deans and department heads will use existing processes for initiating the position in HCM and having offer letter/job description approved. Impacted tenure stream faculty receiving an annual appointment will hold the designation of Instructional Professor at the same rank as their previous tenure stream position. Non-tenure track faculty, including Lecturers, will hold their same designation and rank for the annual appointment.

- **Faculty holding administrative positions.**

- A faculty member assigned to an administrative position holds an academic position within their home department. Should the faculty member's position be eliminated due to discontinuance, reorganization, consolidation, or elimination; they may be considered for an open and funded position as described in this document.

- **Impacted employees will receive 'high touch' support from Human Resources.**

- Implementation: Each impacted employee will be assigned a specific Staffing Specialist as their single point-of-contact for all UW-related recruiting activities and questions. Additionally, a Benefits Specialist will be assigned. In addition, any transition-related benefits will be thoroughly explained and carefully administered.