

## Academic Staff Policies and Procedures

### UWPA 13

#### ACADEMIC STAFF RECRUITING POLICIES AND PROCEDURE

13.01 INTRODUCTION. All Academic Staff positions shall be recruited consistent with UW System, the UW-Parkside search and screen guidelines for academic staff searches, and state/federal laws with respect to equal employment opportunities.

13.02 SEARCH COMMITTEE FOR ACADEMIC STAFF POSITIONS. The campus governance groups (University Committee, Academic Staff Committee, Classified Staff Committee, and the Parkside Student Government Association) shall be contacted and asked to submit two or more names of potential search and screen committee members. For non-instructional academic staff positions, the appropriate hiring authority forms a committee from this pool of names and selects a chair to head the committee. The committee should consist of between five and 10 members, which must include faculty, academic staff, classified staff and students.

For instructional academic staff positions, the search committee will be formed according to Faculty Search and Screen guidelines with at least one voting member of the committee being an academic staff member appointed by the Academic Staff Committee. The appropriate senior administrator is strongly encouraged to appoint classified staff and students to all instructional academic staff search committees.

It is important to have diverse representation on search committees. The appropriate senior administrator is encouraged to include at least two students on larger search committees and to request minority representation on all search committees.

Approved by the Academic Staff Committee, October 12, 1982, and Revised June 9, 1986, March 7, 1991, December 3, 1998, April 1, 1999, June 12, 2007, January 7, 2009.