

SEARCH AND SCREEN PROCEDURES FOR CHANCELLORS, SENIOR VICE PRESIDENTS AND VICE PRESIDENTS

(History: Res. 4034 adopted 4/8/88; replaces 72-18; amended by Res. 5176 (also called 89-3 until incorporated herein) and Res. 6636 adopted 4/94; amended by Res. 6932 adopted 5/95; amended by Res. 8136 adopted 6/00.)

The procedures for selecting Chancellors, Senior Vice President, and Vice Presidents is as follows:

Chancellors:

1. Upon indication of a vacancy in the position of Chancellor, the President of the Board shall promptly designate a Special Regent Committee consisting of not less than three nor more than five Regents to be involved in the selection process for a replacement. The President of the Board shall designate a chairperson of the Special Regent Committee
2. The Special Regent Committee shall confer with the President of the System and advise the President of any special qualifications for the position that it believes should be considered. The Special Regent Committee will work with the System President to produce a brief job description taking into account the special characteristics of the institution at which the Chancellor would serve.
3. The System President shall appoint a Search and Screen Committee, the majority of which shall be faculty, comprised of:
 - (a) Faculty selected after consultation with appropriate faculty representatives;
 - (b) Academic Staff selected after consultation with appropriate academic staff representatives;
 - (c) Students selected by the recognized institutional student government, or in the absence of one, at the discretion of the UW System President;
 - (d) Administrators representing institutions and the System Administration;
 - (e) Community representatives; and
 - (f) A Chairperson appointed from among the faculty members of the Committee.

The Search and Screen Committee will be provided with the job description prepared by the System President and the Special Regent Committee. Interviews of candidates will be within the discretion of the Search and Screen Committee.

4. The Search and Screen Committee shall make periodic progress reports to the Regent President and/or the Special Regent Committee and the UW System President.
5. The Search and Screen Committee shall subsequently return a list recommending at least five individuals that it believes are qualified, in unranked order, along with an alphabetical list of all persons considered. Delivery of the list shall be at a joint meeting of the Search and Screen Committee, the System President and the Special Regent Committee in order that the System President and the Special Regent Committee may receive an oral presentation on each of the candidates recommended. The Search and Screen committee shall then be discharged, provided that, if no name on the initial list presented by the Search and Screen Committee is accepted, the Search and Screen Committee shall not be discharged, and shall be asked to provide a second list of at least five additional candidates.
6. The System President, in conjunction with the Special Regent Committee, shall review all of the recommended candidates and conduct such interviews as may be deemed appropriate.
7. The System President may recommend a candidate to the Special Regent Committee, which shall make its recommendation to the Board. Final approval of the appointment shall be made by the Board.
8. This process shall apply to such other positions as the Board shall from time to time determine, as referenced in Regent Policy 87-15, Revised, December 8, 1989.

Senior Vice Presidents and Vice Presidents:

1. Upon indication of a vacancy in a Senior Vice President or Vice President position, the President of the System shall appoint an Advisory Committee. The Advisory Committee will be provided with a job description prepared by the System President in consultation with the appropriate Standing Committee of the Regents.
2. The Advisory Committee shall subsequently return a list recommending to the System President at least five individuals that it believes are qualified, in unranked order, along with an alphabetical list of all persons considered. The Advisory Committee shall then be discharged, provided that, if no name on the initial list presented by the Advisory Committee is accepted, the Advisory Committee shall not be discharged, and shall be asked to provide a second list of at least five additional candidates.
3. The System President, in conjunction with the appropriate Standing Committee of the Regents, shall review all of the recommended candidates and conduct such interviews as may be deemed appropriate. The System President shall fill the vacancy from among the candidates interviewed, and shall advise the appropriate Standing Committee of the Regents and the Board of the person selected.
4. Final approval of the salary for the vice president position shall be made by the Board of Regents.

FORMAT A: REQUEST FOR AUTHORIZATION TO RECRUIT

Institution: _____ **For Board of Regents Consideration on:** _____

If proposed salary is above 75% of the salary of the UW System President, Regents' approval is required. This form must be received by the Chancellor's Office three weeks before the date of the Regents' meeting at which the request is to be considered; it should be filed with the Office of the Senior Vice President for Academic Affairs fourteen working days prior to such meeting.

Proposed salary at or below 75% of the salary of the UW System President

Proposed salary above 75% of the salary of the UW System President

1. Official University Title of Position: _____

2. Division/College/School – Department/Project: _____

3. Description of Duties (attach page if necessary):

4. Intended length of appointment: _____

5. Recommended Salary Range: _____ **Source of Funds:** _____

6. New Position Replacement If replacement, indicate information on previous person:

_____ (Name) _____ (Salary)

7. Brief justification of Salary Range (attach comparable salary information from other institutions and comparable salary information from the department or unit affected):

8. Approved by:

_____ (Dean/Director) _____ (Date) _____ (Chancellor/Vice Chancellor) _____ (Date)

9. Authorization to Recruit (Approved) (Denied) by the Regents/Senior Vice President:

_____ (Signature) _____ (Title) _____ (Date)

S A M P L E

LETTER TO ALL APPLICANTS

This will acknowledge receipt of your application for the position of _____ at the University of Wisconsin- _____. For your information, I am enclosing an announcement describing this position.

Your credentials will be reviewed by an advisory search and screen committee. You may expect to hear from us regarding the status of your application after the committee completes its review in _____, 200_. I will contact you should we need additional information.

Under Wisconsin Statutes, we are required to provide to the public, upon request, a list of all nominees and applicants who have not requested, in writing, that their identity not be revealed. Persons agreeing to be final candidates will have their identity revealed as a final candidate. Please return the enclosed form indicating your choice.

Also enclosed is an Affirmative Action Data Questionnaire that you are asked to complete and return in the self-addressed envelope. Although completing the questionnaire is optional, your cooperation in completing the form and returning it to our Affirmative Action Office would be appreciated. Please return only this form in this envelope, so that you may remain anonymous if you choose to do so.

The final enclosure is a form to let us know how you wish to be contacted in future correspondence. On behalf of my committee colleagues, we sincerely appreciate your interest in this position and thank you for your application.

Sincerely,

Search Committee Chair

EXHIBIT B

Please check your preference

You may reveal my name upon request: _____

I do not wish my identity revealed: _____

Notwithstanding my selected option above, I understand and accept that if my name appears on the final list of candidates, it will be released upon request.

(Name)

(Date)

RETURN TO: (Name and address of Search Committee Secretary or Chair)