

The University of Wisconsin System  
UNCLASSIFIED PERSONNEL GUIDELINE #6

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SUBJECT: Interinstitutional Recruiting + Joint Appointments of Unclassified Staff Members

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6.01 INTERINSTITUTIONAL RECRUITING PROTOCOL FOR UNCLASSIFIED STAFF

Before an employing unit of one Institution of the UW System reaches the point of interviewing for possible employment an unclassified staff member in another UW System Institution, the official responsible for initiating such action must first notify the appropriate vice chancellor (or Center dean) of the other Institution.

In no case shall a formal offer be extended until the vice chancellors of the home and hiring Institutions have conferred, and no offer shall be made after May 1 for the following fiscal year unless the vice chancellors (or Center deans) agree in writing.

Where an offer is being extended under the above protocol and the home Institution's employing unit already has made a salary increase recommendation for the person involved for the subsequent fiscal year, the hiring Institution cannot offer the person involved a salary rate exceeding the new rate recommended by the home Institution for what is essentially a lateral transfer or a rank promotion. This limitation does not apply where a major change in duties and responsibilities is involved (e.g., from teaching faculty position to deanship, from a Professional academic staff position to an Administrative Director position, etc.)

6.02 JOINT APPOINTMENTS

Prior to the establishment, modification (e.g., change in percentage time split) or termination of a joint appointment of an individual involving more than one Institution of the UW System, the official responsible for initiating such an action (e.g., department chairperson, dean, director, etc.) must first notify the appropriate Center dean or vice chancellor of the other Institution(s) in writing of such intention and reach an understanding regarding the proposed action with the other Institution(s) involved.