

University of Wisconsin-Stout
ES1: Permission to Recruit
Complete a form for each vacancy

This form and supporting records are to be kept for a minimum of seven years plus current year

Division _____
College _____
Depart/Unit _____
Budget Title _____
Working Title _____

Date Screening Begins _____
Expected Start Date _____
Period of Requested Employment _____
% of Appointment within period _____
*New Position: Yes No

Type of Appointment:

- Faculty
 - Tenure Eligible (probationary)
 - Tenure
- Academic Staff
 - Fixed Term
 - Probationary (leading to indefinite)
 - Limited Appointment

Replacing Whom: _____

***Note:** If new academic staff position, contact the Human Resources Office to complete an Academic Staff Titling Survey

CUPA Code _____

CUPA Title: _____

Salary Range Minimum: \$ _____

Are current budget funds sufficient? Yes No

Source and amount of required additional funds, if any: _____

Budgeted Salary Sources:

| Account Numbers | Amount | % FTE |
|-----------------|----------|-------|
| _____ | \$ _____ | _____ |
| _____ | \$ _____ | _____ |
| _____ | \$ _____ | _____ |
| TOTAL | \$ _____ | _____ |

Reason for Recruitment:

Approved: _____
Dept. Chair/Unit Director Date

Qualifications Required:

Approved: _____
Dean/Unit Supervisor Date

Approved: _____
Director, Human Resources Date

Approved: _____
Division Administrator Date

Comments:

Approved: _____
Director of Affirmative Action Date
(50 percent or more only)

Approved: _____
Chancellor Date
(Full-time appointments only)

PIN: _____

Equal Opportunity Recruitment Plan for: _____

| | |
|------------------------|-------------|
| Department/Unit | Position |
| Department Chair _____ | Phone _____ |
| Committee Chair _____ | Phone _____ |

Committee Members: (Committee should be diverse and include women and minorities)

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Professional/trade journals/organizations in which the advertisement will appear:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Special mailings:

1. _____
2. _____
3. _____
4. Inquire about Affirmative Action Office resources

Web Sites:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Professional Contacts:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Personal Contacts:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Circle the publications below in which this position will be advertised. *

National

- Chronicle of Education
- Women in Higher Education
- Asian Pages
- Diverse Issues in Higher Education
- Hispanic Outlook in Higher Education
- News From Indian Country
- Other: _____

Regional

- Minneapolis Star Tribune
- St. Paul Pioneer Press
- Milwaukee Journal/Sentinel
- Wisconsin State Journal
- Chicago Tribune
- Other _____

Local

- Eau Claire Leader-Telegram
- Dunn county News
- Other _____

*Addresses and phone numbers of the above publications are available from the Affirmative Action Office; see also *Unclassified Recruitment Advertising Guide* online at <http://www.uwstout.edu/affirm/diversity/employment/index.htm> for links/contact info.

Note: In order for international hires to ultimately obtain green cards, ad tear sheets from at least three publications must be submitted

Attach complete job description and all advertisements