An approved Position Vacancy Listing (PVL) is required before open recruitment begins. Open recruitment is required for faculty, academic staff and limited positions at UW-Madison; exceptions are listed below.

I. Open Recruitment and PVL Not Required:

1. Zero-dollar appointment. Honorary Associate/Fellow appointment (Visiting Scholar);
2. Current faculty teaching appointment in another department;
3. Emeritus appointment (for prior faculty only): D21NN, D22NN, D23NN, D24NN;
4. Military Science appointment as collateral faculty;
5. Adjunct appointment (if zero-dollar or less than half time).
6. L/I appointment if appointment will terminate within a three-year period with no prospect of continuing;
7. Visiting appointment if appointment will terminate within a three-year period with no prospect of continuing;
8. Teaching supervisor appointment; Z50NN

II. PVL Not Required, but the department must have publicly announced appointment or admission procedures used to recruit appointees:

1. Research Associate
2. Postdoctoral Fellow
3. Postdoctoral Trainee
4. Research Intern
5. Post Grad Trainee 1-7
6. Intern (Non-Physician)
7. Grad Intern/Trainee
8. Fellow
9. Scholar
10. Trainee
11. Advanced Opportunity Fellow
12. Teaching Assistant
13. Research Assistant
14. Program/Project Assistant
15. Undergraduate Assistant
16. Undergraduate Intern
17. Housefellow/Resident Assistant

III. Open Recruitment Not Required. Prior written approval from Academic Personnel Office is required (use PVL waiver form):

A. Appointment for 25 percent time or less;
B. Emergency appointment (e.g., unexpected enrollment) (fixed term terminal appointment);
C. Appointment for period of fewer than six weeks' duration (fixed term terminal appointment);
D. Temporary appointment to replace appointee on leave of absence (fixed term terminal appointment);
E. Training completion for employees-in-training, after 1.5 years in training in the same position.
F. Degree completion for TA, PA, Undergraduate Assistant/Intern (fixed term terminal appointment);
G. Referral priority, if academic staff is in lay-off status, or on notice of layoff, or a long-term academic staff is on notice of non-renewal.
H. Temporary acting administrative appointment; e.g., Acting Registrar (cannot be converted to a permanent appointment without open recruitment) (fixed term terminal appointment);
I. Appointment of re-employed annuitant other than emeritus professorial title (fixed term terminal appointment);
K. Sole source, if recruitment inappropriate, i.e., the position will exist only if this particular individual is interested and available or if a current employee is transferred to another position;*
L. Spousal/partner hire, if final acceptance of a candidate is contingent upon his/her spouse/partner finding employment in the area;*
M. Movement from faculty to academic staff position & vice versa after necessary approvals obtained.
P. Position Conversion. Approved by Personnel Classification Committee, UW-System and/or DER.

*Special exceptions to open recruitment may be granted by written approval from either the Office of Equity and Diversity or the Academic Personnel Office; a PVL is required. Submit PVL and written requests for the exceptions to the Academic Personnel Office, 166 Bascom Hall.

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