

UW-MADISON

RECRUITMENT FORMS
and
MINIMUM RECRUITMENT PERIOD AND SCOPE REQUIREMENTS

When posting a vacancy and recruiting for faculty, academic staff and limited appointment positions, refer to the requirements listed below regarding submission of the Recruitment Efforts Plan (REP), the Request for Authorization to Recruit (RAR) and the required minimum recruitment period and scope.

<u>Type of Position</u>	<u>REP Required</u>	<u>RAR Required</u>	<u>Minimum Recruitment Period</u>	<u>Scope</u>
Faculty	Yes	Yes, if salary exceeds 75% of President's current salary	2 months	National recruitment
CHS Faculty [Prof. (CHS), Assoc. Prof. (CHS) Asst. Prof. (CHS)]	Yes	No	2 months	National recruitment
Other Academic Staff (Category A & B) and Limited Appointments	No, if maximum salary for position is below salary figure of Range 8 minimum	No	2 weeks	Local recruitment
	Yes, if maximum salary for position is at or above the salary figure of Range 8 minimum*	No, if salary <u>does not</u> exceed 75% of President's current salary	4 weeks	Regional recruitment required
		Yes, if salary <u>exceeds</u> 75% of President's current salary	4 weeks	Regional recruitment required; national recruitment recommended
		Yes, if Dean recruitment	2 months	National recruitment required

*Except Lecturers