

**UW-MADISON  
GENERAL INFORMATION REGARDING RECRUITMENT**

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