

POLICY

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Approved By: President Bruce Shepard

Authority: [RCW 28B.35.120\(2\)](#)

Cancels: POL-U5400.10, Appendix K of Faculty Handbook

See Also: [WWU Mission and Strategic Goals](#)

POL-U1600.05	Implementing Affirmative Action Program
PRO-U1600.01A	Requesting a Dual Career Assistance (DCA) Appointment of Opportunity
PRO-U1600.01B	Requesting an Exceptional Merit (EM) Appointment of Opportunity (for Faculty or Professional Staff)
PRO-U1600.01C	Requesting a Temporary or Sponsored Program Appointment of Opportunity (for Professional Staff)
PRO-U1600.01D	Requesting a Critical Need Appointment of Opportunity (for Faculty or Professional Staff)
PRO-U1600.01E	Requesting Faculty Diversity Initiative (FDI) or Staff Diversity Initiative (SDI) Appointment of Opportunity with Bridge Funding
PRO-U1600.01F	Requesting Faculty Diversity Initiative (FDI) or Staff Diversity Initiative (SDI) Appointment of Opportunity without Bridge Funding
FRM -1600.01A	Form A Requesting Bridge Funding be held for Faculty Diversity Initiative (FDI) or Staff Diversity Initiative (SDI) Appointment of Opportunity
FRM -1600.01B	Form B Requesting Appointment of Candidate for Faculty Diversity Initiative (FDI) or Staff Diversity Initiative (SDI) Appointment of Opportunity with Bridge Funding
FRM -1600.01C	Form C Requesting Appointment of Candidate for Faculty Diversity Initiative (FDI) or Staff Diversity Initiative Appointment of Opportunity without Bridge Funding

POL-U1600.01 REQUESTING AN APPOINTMENT OF OPPORTUNITY

This policy applies to appointing authorities seeking to make non-competitive appointments, under narrowly defined, limited and specific circumstances. Appointment options vary, depending on employment category. This policy outlines the ability to make an appointment request, and does not constitute a promise, real or implied, of employment at Western Washington University (WWU).

1. **Appointing Authority May Consider an Appointment of Opportunity, Under Very Specific Conditions as Set Forth in Section 3**
2. **Appointments of Opportunity Require Approval**

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The appointing authority seeks to make a direct appointment and gets approval through an E-Sign form from:

- Dean or Vice President (as appropriate);
- The Equal Opportunity (EO) Office;
- Provost or President's Office (as appropriate); and
- Human Resources (HR) Office

3. Appointing Authority Ensures Opportunity Appointment Meets One of Six Conditions:

A. Dual Career Assistance (DCA)

(1) The DCA appointment is critical to sustaining WWU's commitment to recruiting and retaining highly qualified faculty and staff and strengthens the University's capacity to meet institutional objectives. DCA is a process seeking employment opportunities for a spouse/partner of a primary candidate who is hired by a department or for the spouse/partner of an incumbent employee, as a retention measure. DCA appointments apply to candidates either employed or being considered for employment. For purposes of this policy, the term spouse/partner refers to spouses/partners in a committed relationship and is inclusive of both marital and non-marital relationships and both same and different-sex spouses/partners.

(2) The DCA process applies to primary candidates or incumbent employees who are faculty, or professional or classified staff, seeking job opportunities for their spouse/partner in faculty or staff positions (professional or classified). See [PRO-U1600.01A](#) Requesting a Dual Career Assistance Appointment of Opportunity for faculty or staff positions. The following criteria applies for a DCA:

- Academic appointments include: half-time, non-tenure track; full-time, non-tenure track; half-time, tenure track; or full-time, tenure track. Non-tenure track appointments can be commitments of varying lengths.
- Non-academic appointments can be: full-time or part-time permanent appointments, or full-time or part-time limited-term appointments for terms up to one year.
- There is an open position(s) available which accommodates the common interests of the institution and the couple seeking DCA.
Or

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- The Provost and President have approved creating a new position to utilize the qualifications and occupational interests of the primary candidate's spouse/partner or the retention of an incumbent employee.

B. Faculty and Staff Diversity Initiative (FDI and SDI)

This is a narrowly tailored program that seeks to enhance workforce diversity in which a candidate must meet numerous criteria in order to be considered. This program supports the University's strategic mission and goals of valuing a diverse and inclusive campus and/or responds to the institution's Affirmative Action Plan underutilization goals. FDI applies to faculty; SDI applies to professional and classified staff. See [PRO-U1600.01E](#) Requesting FDI or SDI with Bridge Funding or [PRO-U1600.01F](#) Requesting FDI or SDI without Bridge Funding.

C. Exceptional Merit

This appointment would be for a faculty or professional staff member who is nationally and/or internationally recognized for outstanding achievement or Exceptional Merit (EM) in her/his areas of expertise. Such individuals have qualifications that are unique and exceptional and whose potential value to the University is great. See [PRO-U1600.01B](#) Requesting an Exceptional Merit Appointment of Opportunity.

D. Temporary Professional Staff Appointment

This is to appoint an individual to a professional staff position for more than 6 months, not to exceed one year. On rare occasions, due to exceptional circumstances, the appointment may be for up to two years. Competitive search must follow temporary appointments. See [PRO-U1600.01C](#) Requesting a Temporary or Sponsored Program Appointment (for Professional Staff).

E. Sponsored Program Appointments

This appointment fills a professional staff position for the length of a sponsored or grant-funded program. See [PRO-U1600.01C](#) Requesting a Temporary or Sponsored Program Appointment (for Professional Staff).

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F. Critical Need Appointment

This appointment fills a faculty or professional staff position in response to a critical University need and (1) allows the University to benefit from exceptional in-house expertise and maintain needed continuity and/or (2) permits the President and Provost to make an appointment when it is in the best interests of the University. See [PRO-U1600.01D](#) Requesting a Critical Need Appointment of Opportunity.