

PROCEDURE

Effective date: January 28, 2014

Approved By: Vice Provost for Equal Opportunity and Employment Diversity

Authority: RCW 28B.35.120(2)

Cancels:

See Also: [POL-U1600.01](#) Requesting an Appointment of Opportunity
[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

PRO-U1600.01E REQUESTING FACULTY DIVERSITY INITIATIVE (FDI) OR STAFF DIVERSITY INITIATIVE (SDI) APPOINTMENT OF OPPORTUNITY WITH BRIDGE FUNDING

*Action by:**Action:*Department Chair, Director,
Dean, or Vice President1. **Identifies** individual who meets the criteria (a – e) outlined below.Assistant Vice President for
Human Resources2. **Ensures** that, for classified staff positions, all union contractual requirements are met before the Department Chair, Director, Dean or Vice President proceeds with this Procedure.Department Chair, Director,
Dean, or Vice President3. **Completes** ESIGN Form A (Requesting Bridge Funding be Held), addressing the criteria (a – e) outlined below, and additionally, **attaches** the person's resume and a full job description for the position.

- a. Appointment request is for a position that meets an academic or administrative need. Each request for bridge funding must present a clear, documented, and compelling need within the department, program, or organization for the position (e.g., for FDI: access to impacted courses, enhancement of GUR's, majors, minors, potential areas of program expansion, targeted student interest, etc.; for SDI: administrative re-organization, program enhancement, need to supplement existing staff, adding expertise that is needed, meeting university objectives in a timely manner).
- b. Appointee meets the required qualifications of the job description (for an appointment without a search—same process as competitive search would demand) and is evaluated "highly qualified" through a rigorous evaluation process; or appointee meets the required qualifications of the posted job description and is not the selected candidate but is among those most highly qualified individuals brought to campus for an interview. The focus must always remain on the quality and qualifications of the potential hire. For FDI, this will occur from a complete interview process with general agreement among faculty in the unit about the credentials and qualifications of the potential hire, and with endorsement by the Dean. For SDI, this will

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occur from a complete interview process and endorsement by the appropriate Vice President or Dean.

- c. Appointee responds to meeting Western Washington University's diversity goals, defined as meeting an affirmative action goal or the broader diversity goal articulated in Western's strategic goals of serving as a model for innovation with respect to diversity and Western's overall mission to provide a quality education within an inclusive university environment.
 - d. Appointee has demonstrated ability to promote positive changes to the educational and/or workplace diversity climate, including the ability to positively impact the culture of the institution for people of color, women in non-traditional disciplines, LGBT people, people with disabilities, veterans, and others from diverse backgrounds. (This includes but is not limited to providing support and mentoring to students, faculty, and/or staff, advocating for normative and policy changes, etc.)
 - e. Each request must document the Dean or Vice President's agreement to assume full fiscal responsibility for the hire within a specific timeline, through upcoming retirement(s) in the college, department, or program. Priority allocations will be considered for Colleges and VP administrative units that pledge to assume full fiscal responsibility after one year of funding, with binding assurances that funding will be returned within two years. Only in rare circumstances will approval be granted for a third year of funding, and then only at a reduced level.
4. **Submits** request for funding for a potential FDI or SDI professional staff position (Form A) to the Vice Provost for Equal Opportunity and Employment Diversity, for review and approval or disapproval and forwarded to the Provost for final approval or disapproval any time throughout the year. (This form is to request that funds be identified for a potential appointment during the academic year).
 5. **Conducts** comprehensive evaluation of the individual identified as a proposed FDI or SDI professional staff appointment.
 6. **Decides** to move ahead or not with candidate.
 7. **Completes** ESIGN Form B Requesting Appointment of Candidate, and **attaches** the person's resume, a full job description for the position, and a draft letter of offer. **Submits** Form B to Vice Provost for Equal Opportunity and Employment Diversity for review and approval and forwarded to Provost for final approval or disapproval.