

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-1600.01C](#) Requesting Appointment of Candidate for Faculty Diversity Initiative (FDI) or Staff Diversity Initiative (SDI) Appointment of Opportunity without Bridge Funding

PRO-U1600.01F REQUESTING FACULTY DIVERSITY INITIATIVE (FDI) OR STAFF DIVERSITY INITIATIVE (SDI) APPOINTMENT OF OPPORTUNITY WITHOUT BRIDGE FUNDING

*Action by:**Action:*Department Chair, Director,
Dean, or Vice President1. **Identifies** individual who meets the criteria outlined below.Assistant Vice President for
Human Resources2. **Ensures** that, for classified staff positions, all union contractual requirements are met before the Dean/Vice President proceeds with this Procedure.Department Chair, Director,
Dean, or Vice President3. **Requests** appointment to meet an academic or organizational administrative need and **completes** [ESIGN Form C](#) (Request Appointment of Candidate) addressing the criteria (a - g) outlined below, and additionally, **attaches** the person's resume, a full job description for the position, and a draft letter of offer.

a. **Describes** the clear, documented and compelling need within the department, program, or organization for this position on Form C (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. **Explains** how the appointee is highly qualified for the position.

c. **Documents** the rigorous evaluation process including a complete interview process.

d. **Describes** for FDI candidates general agreement among faculty in the unit about the credentials and qualifications of the potential hire.

e. **Describes** how appointee responds to meeting Western's diversity goals and how this candidate meets an affirmative action goal or broader diversity goal.

f. **Describes** how the appointee has demonstrated the ability to promote positive changes to the academic diversity climate, including the ability

PROCEDURE

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, and advocating for normative and policy changes, etc).

- g. **Articulates** agreement to assume full fiscal responsibility for the hire.
4. **Submits** ESIGN Form C and **routes** as noted on the Form.
5. After receiving all required approvals on ESIGN Form C, **makes** offer and **completes** hiring process after offer is accepted.