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: Department Chair, Director, Dean, or Vice President

Action:

1. Identifies individual who meets the criteria outlined below.

Assistant Vice President for Human Resources

2. 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 President

3. 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
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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.