

PROCEDURE

Effective Date: June 30, 2021

Approved: The Office of Civil Rights & Title IX Compliance

Authority: POL-U1600.01

See Also:

Document #	Document Title
POL-U1600.01	Requesting an Exception to Normal Competitive Search
PRO-U1600.01A	Ensuring Equal Opportunity and Prohibiting Discrimination and Retaliation

PRO-U1600.01B REQUESTING AN APPOINTMENT OF OPPORTUNITY (NON-DCA)

This procedure does not constitute a promise, real or implied, of employment at Western Washington University (WU).

Action by:

Hiring Department

Action Sequence:

1. Becomes aware of an individual that may meet the criteria for one or more specific categories of appointments of opportunity, as outlined in Section 7 of University Policy 1600.01 (see separate procedure, PRO-1600.01A, for requesting a Dual Career Assistance appointment of opportunity).
2. Consults with the relevant Vice President or Dean regarding the potential for an appointment of opportunity. This consultation may take place before, after, or simultaneously with the consultation with CRTC (see step 3). In any case, initial consultation/approval from both CRTC and the relevant Vice President or Dean must be obtained prior to proceeding.
3. Contacts the Office of Civil Rights and Title IX Compliance (CRTC - crtc@wwu.edu) to schedule initial consultation. In this consultation, CRTC staff will review with the hiring department all of the necessary requirements as articulated in Policy 1600.01, both for appointments of opportunity in general (Sections 1-5), as well as the specific requirements for the specific categories that may be relevant (Section 7), to ensure all requirements are met. The purpose of the consultation is to determine whether or not it may be possible to proceed with consideration of the appointment of opportunity, and review other alternatives that may exist.

Prior to proceeding further, CRTC will coordinate with Human Resources and the hiring department to ensure that all relevant collective bargaining agreement or Professional Staff Employee

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Handbook and associated policy requirements have been met.

CRTC will also coordinate with HR to facilitate having the opening listed with the appropriate employment service delivery system (ESDS) for priority referral of protected veterans, unless at least one exception criteria is met, as described in policy 1600.01. If none of the exception criteria are met, the position, once finalized, must be posted with ESDS, and any applications received through the ESDS posting must be considered alongside the proposed appointee.

4. Develops a position description if an approved position description does not already exist. Position descriptions should be developed in collaboration with the relevant Vice President or Dean, CRTC, and with HR (for staff positions).
5. Shares final approved position description with potential appointment of opportunity candidate and explains possibility of filling position through the University's Policy for Requesting an Exception to the Normal Competitive Search Process (Requesting an Appointment of Opportunity). If the decision is made not to proceed with a request for an appointment of opportunity at any point in this Procedure, the hiring department Chair/Director informs the candidate of the decision not to proceed.
6. Proceeds to evaluate potential candidate against the required and preferred qualifications of the approved position description. Unless it is the case that the individual being considered for appointment already works in the department, and the hiring department is sufficiently aware of the individual's experience, skills, and qualifications, a full evaluation must follow, including interview and reference checks. The evaluation should be done in consultation with the search committee (if applicable) and appropriate Faculty/Staff.

NOTE: "Appropriate Faculty/Staff" means appropriate with respect to the hiring department's internal hiring process. This is the case anywhere consultation with appropriate Faculty/Staff is stated in this procedure.

At a minimum, the hiring department should request from the candidate a current CV/resume and names/contact information of 3 professional references, as well as any additional application materials desired by the hiring department in order to fully evaluate the candidate (e.g., cover letter, statements

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related to teaching, research, and/or diversity, equity, and inclusion, etc.).

7. If the evaluation results in a recommendation that the candidate be hired, the hiring department contacts CRTC so that CRTC can initiate a Request for Appointment of Opportunity E-sign form. This form is initiated by CRTC and serves as the hiring department's request for approval to offer the position to the candidate, including approval from CRTC, HR, and the relevant Vice President or Dean. The hiring department must provide all necessary information, justification, and attachments as instructed on the form and ensure all approvals indicated on the form are received prior to communicating an offer to the candidate.
8. Finalizes letter of offer and extends offer of position to candidate
9. Submits Personnel Action E-sign form, following instructions on form, with signed/accepted letter of offer attached.