



Institutional Reference Check (IRC) Process

Effective July 1, 2023, the University of Wisconsin-Madison is undertaking a three-year pilot program to conduct Institutional Reference Checks (IRCs) to ascertain whether a final candidate for an academic appointment hired on condition of tenure has engaged in any misconduct, or whether the candidate left employment during an active investigation into allegations that the candidate engaged in misconduct, at their current or most recent employer. The process outlined in this document will address the responsibilities of the Division and the Office of Human Resources (OHR) and ensure compliance.

What titles require an IRC?

• Assistant Professor (FA040)	• Assistant Academic Program Director (CC006)
• Associate Professor (FA030)	• Assoc Dean (CC008)
• Professor (FA020)	• Associate Academic Program Director (CC005)
• Academic Program Director (CC004)	• Dean (EX008)
• Assist Dean (CC007)	• Dept Chairperson (OT005)

The IRC is not required for an employee who currently holds an academic appointment hired on condition of tenure at UW-Madison and becomes a final candidate for another academic appointment hired on condition of tenure at UW-Madison.

What is required of applicants?

Applicants are required to upload a signed 'Authorization to Release Information' form as part of their application for any of the titles listed above.

Job Posting Statement

All job postings for the above titles will automatically include the statement below in the How to Apply section. This will be in the Advertisement Text on the job card in TREMS.

Employment will require an institutional reference check regarding any misconduct. To be considered, applicants must upload a signed "Authorization to Release Information" form as part of the application. The authorization form and a definition of "misconduct" can be found here:

<https://hr.wisc.edu/institutional-reference-check/>

TREMS Job Card Creation: Selecting the Correct Application

When creating the job card in TREMS for any of the titles listed above, selecting the correct application type is critical. The 'Faculty' application category in TREMS contains a page that requires applicants to upload a signed 'Authorization to Release Information' form.

Please select 'Faculty' for the Application Category:

Please select application category:*

Please select your application:*

Use Reference Form in Application:*

Advertisement Text from JEMS:

Faculty

Select

Application Not Required

Faculty

FP&M

General

NTT Faculty

UWPD





Keep in mind, there is a separate application category in TREMS for non-tenure track (NTT) Faculty jobs. The 'NTT Faculty' applications do not include the Authorization to Release Information page because they are not subject to the IRC. For example, this includes Professor (CHS) and Clinical Professor titles.

Waiver Hires

The IRC is required for any offers made July 1, 2023, or later for a PVL Waiver hire. Divison HR must obtain the signed 'Authorization to Release Information' form directly from the final candidate. The authorization form is found here: https://hr.wisc.edu/docs/UW-Madison_Authorization_to_Release_Information.pdf

How do I initiate the IRC?

Once a final candidate has been determined, Divison HR will use the email template below to notify the final candidate, copy OHR's service account, and attach the signed authorization form to initiate the IRC.

To: FINAL CANDIDATE

CC: irc@ohr.wisc.edu

Subject: Action Required: UW-Madison Institutional Reference Check

Attachment: applicant's signed 'authorization to release information' form

Dear FINAL CANDIDATE NAME,

You have been identified as a final candidate for the position of WORKING TITLE, PVL NUMBER with DEPARTMENT at the University of Wisconsin-Madison.

Per policy, the University of Wisconsin-Madison is required to conduct reference checks regarding misconduct of final candidates for academic appointments hired on condition of tenure. This is to notify you that your current or most recent employer will be contacted.

Action Required: Please **reply all** to this email with the name and email address of your current or most recent human resources contact or academic personnel office.

Additionally, you will receive an email allowing you to self-disclose any misconduct.

Alternatively, you may choose to withdraw your application from further consideration if you do not wish to proceed.

Thank you in advance for providing the necessary information.

If you have any questions or concerns, please reply all to this email, contact DIVISION HR CONTACT NAME at EMAIL ADDRESS/PHONE NUMBER, or irc@ohr.wisc.edu.


Thank you,





How do I download the final candidate's 'Authorization to Release Information' form from TREMS?

Navigate to the job card and open the applicant list. Click on the final candidate's name to open their applicant card. From there, click on the 'View' link under 'Form' for the appropriate job. This will open the application.

Ms Meredith Grey  Print Actions

[View profile](#) [Add flags](#)

Address 1234 Main Street
Madison, Wisconsin
53703, United States **Phone** +1 12345678910

E-mail meredithgrey1@med.com **Number** 57427

Original source UW-Madison Jobs Website (jobs.wisc.edu) **Linked Employee** [Modify](#)

e-Zines comms hold No

Applications [History](#) [Scheduled emails](#) [CRM](#) [Resume](#)

251027-AS-BZ - RESEARCHER - OKONKWO LAB (A534255-MEDICAL SCHOOL/MEDICINE/GER-AD DEV) ...

Date submitted Jul 5, 2023	Applied via UW-Madison Jobs Website (jobs...	Status changed Jul 5, 2023 New	Offer No offer
Resume View	Form View	Add flags	

Click on the 'Authorization to Release Information' form to open the document. You can then save to your computer and attach to the email to initiate the IRC.

To upload a file:

1. Click on "Upload file"
2. Locate the file on your computer and click "open". The file upload may take a few minutes depending on the speed of your internet connection.

If you have mistakenly uploaded the incorrect file, click "Delete" and upload the correct file.

Please attach a CV
[Resume.docx \(14kb\)](#)

Please attach a Statement of Interest
[Cover letter.docx \(14kb\)](#)

Please attach a List of References
[List of References.docx \(14kb\)](#)

As stated in the job posting, employment at the University of Wisconsin-Madison will require an institutional reference check regarding any misconduct. Applicants must upload a signed "Authorization to Release Information" form. A copy of the authorization form can be found here: <https://hr.wisc.edu/institutional-reference-check/>

Please upload your signed "Authorization to Release Information" form:
[UW-Madison_Authorization_to_Re \(108kb\)](#)

