

## Minimum Posting Periods and Required Recruitment Forms and Scope



Job postings must meet the minimum required posting period as designated by the Office of Human Resources. The following are the required posting periods for recruitments:

Type of Position	Minimum Posting Period
Faculty	30 calendar days
CHS Faculty	30 calendar days
Dean/Limited *when a candidate must be tenurable	30 calendar days
Academic Staff, Limited, and University Staff with max salary at or above the range 11 minimum	4 weeks
Academic Staff, Limited, and University Staff with max salary less than the range 11 minimum	2 weeks
Lecturer	2 weeks
Temporary Employee	1 week
Coach	1 week
Internal Recruitment	1 week

When posting a vacancy and recruiting for faculty, academic, limited and university staff positions, refer to the requirements listed below regarding submission of the Recruitment Efforts Plan (REP), the Request for Authorization to Recruit (RAR) and the required recruitment scope.

Type of Position	REP Required	RAR Required	Recruitment Scope
Faculty	Yes	Yes, if salary exceeds 75% of President's current salary	National recruitment
CHS Faculty	Yes	No	National recruitment
Other Academic Staff, Limited, and University Staff	Yes, if title is underutilized by women and/or minorities	No	Local recruitment
	No, if not underutilized by women and/or minorities and if the max salary is less than the range 8 minimum	No	Local recruitment
	Yes, if max salary is at or above the range 8 minimum	No if salary <u>does not</u> exceed 75% of President's current salary	Regional recruitment
		Yes, if salary <u>exceeds</u> 75% of President's current salary	Regional recruitment required; national recruitment recommended
		Yes, if Dean recruitment	National recruitment required
Coach	Yes, if title is underutilized by women and/or minorities and/or if max salary for is at or above the range 8 minimum	Yes, if salary <u>exceeds</u> 75% of President's current salary	National recruitment
	No, if not underutilized by women and/or minorities and if the max salary is less than the range 8 minimum	No	National recruitment
Internal Recruitment	No-If underutilized for women and/or minorities, requires approval of justification by TRE and OED	Yes, if salary <u>exceeds</u> 75% of President's current salary and/or Dean recruitment	UW-Madison or Division recruitment