



Creating an Excellence in Mentoring Initiatives (EMI) PVL

Updated \ \ November 5, 2024

Note: This document is intended for HR Staff to use in conjunction with the Excellence in Mentoring Initiative guidelines sent by the Office of the Provost. More information on the Initiative can be found here: <https://go.wisc.edu/dak108>

How To \ \ Create an Excellence in Mentoring Initiative PVL



Create a new Faculty PVL as usual, but follow these additional steps:

On the Salary/Title tab:

- Under Special Programs, select **Excellence in Mentoring**

The screenshot shows the HR system interface with the 'Salary/Title' tab selected. A 'Special Programs' dialog box is open, displaying a list of programs. The 'Excellence in Mentoring' program is highlighted in blue. The background interface shows fields for Pay Basis (ACADEMIC), Salary Qualifier (C), Minimum (115,000.000), Maximum (300,000.000), and Authorized Max (300,000.000). The 'Special Programs' dialog box has a search field and a table with columns: Program Name, Program Type, and Round.

Program Name	Program Type	Round
WI RISE - AI - Campus Funded	WI RISE	0
WI RISE - AI - Department Funded	WI RISE	0
WI RISE - EARTH - Campus Funded	WI RISE	0
WI RISE - EARTH - Department Funded	WI RISE	0
WI RISE - THRIVE - Campus Funded	WI RISE	0
WI RISE - THRIVE - Department Funded	WI RISE	0
Excellence in Mentoring		0

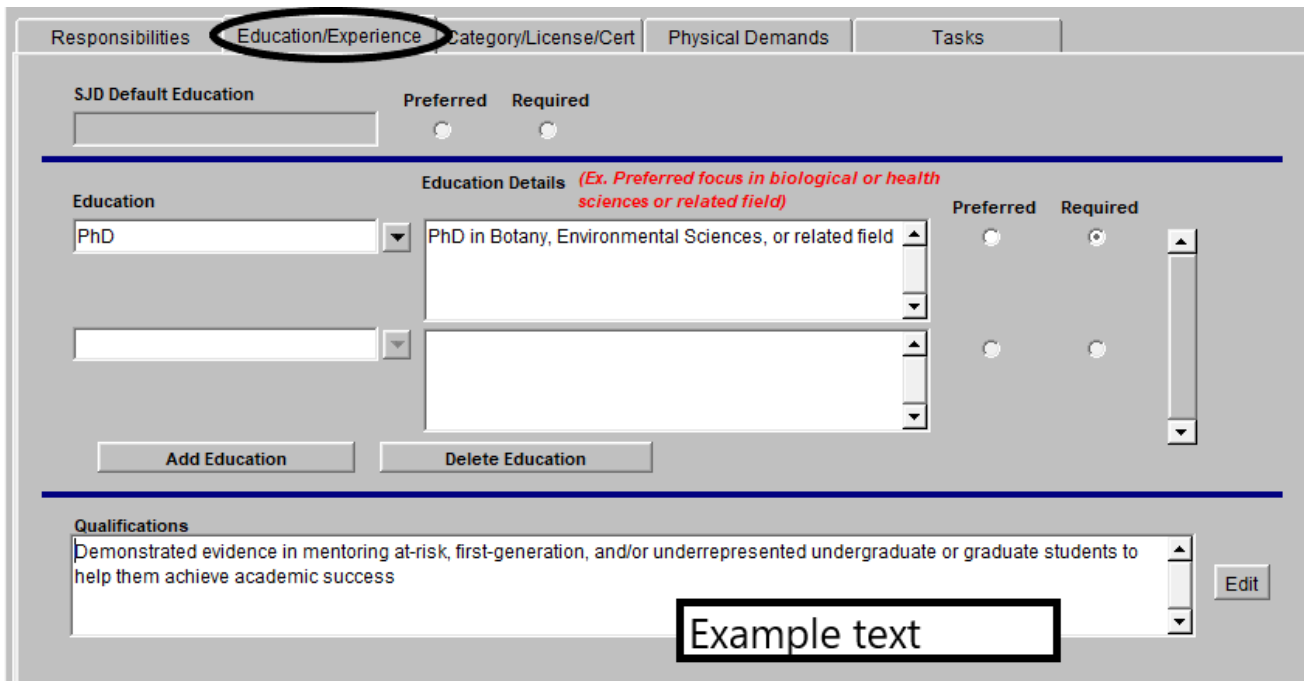
On the Position Description tab:



- Select **Edit/View Position Description Details**



- On the **Education/Experience** tab and in the **Qualifications** window, enter language that applicants should have demonstrated excellence and/or strong potential in mentoring at-risk, first-generation, or underrepresented students. (Along with your other required/preferred qualifications)



Note: This language/qualification is **required** for positions to be funded through this initiative. Failure to include this language/qualification (or to hire a candidate with sufficient qualifications) will disqualify the position from centralized funding. The focus of the PVL (and subsequent recruitment) should be on excellence in mentorship, not the identity characteristics of the faculty candidate.

Best Practice



Draft PVLs **must** be approved by the Office of the Provost **prior to** posting to the UW Jobs website. More information about the application process can be found here: <https://go.wisc.edu/dak108>.

Please note that a PVL **cannot be both** RISE and EMI. These initiatives are mutually exclusive. This process is primarily reserved for open recruitments. PVL waivers may be considered in rare, extenuating circumstances. For more information, please reach out to vpfsa@provost.wisc.edu.



How To \\ Enter the Hire in JEMS-Hire

Once a rigorous and inclusive search process yields a prospective finalist, submit the required candidate approval documents to Box. More information on that approval process and necessary application materials can be found here: <https://go.wisc.edu/dak108>

Once the finalist has been approved and they've accepted their offer, enter the information in the TREMS Offer Card to prime the JEMS-Hire process to push to HRS.

On the Job tab:

- Select the **Excellence in Mentoring** to note that the candidate is a part of the Initiative

Find/Add Hire | Person | Person Contact | Position | **Job** | Benefits | HR Contact | Comments | Status Hi

Job Data

Hire / Transfer

Hire Type* Hire Empl Rcd#

Action Hire Action Reason Original/New Hire / 010

Effective Date* 01/01/2025

Business Title Assistant Professor

Expected End Date

Excellence In Mentoring

WI RISE

The university will provide up to \$75,000 per year for five years for tenure-track assistant professors and up to \$125,000 per year for three years for tenured associate professors or professors. The school, college, or division will assume full fiscal responsibility for the faculty's salary thereafter.

Additional Resources

- Excellence in Mentoring Initiative: <https://facstaff.provost.wisc.edu/faculty-hiring-and-retention-resources/#excellence-in-mentoring-initiative>
- Office of Human Resources Recruitment Toolkit: <https://hr.wisc.edu/hr-professionals/recruitment/>
- UW-Madison Strategic Framework: <https://strategicframework.wisc.edu/>

