



Creating a Cluster PVL and Job Posting

This document is intended for HR staff to use in conjunction with the Cluster Hiring Initiative Implementations Details sent from the Provost's Office. More information on the Cluster Hiring Initiative can be found at:

<https://facstaff.provost.wisc.edu/cluster-hiring-initiative/>

To start a Cluster PVL, create a new PVL as usual, but follow these additional steps:

On the Core tab:

- The number of positions being recruited must be one. A separate PVL is needed for each hire made through the cluster hire program. Only one hire may be made on each PVL.
- The Business Title field should be: “[actual TITLES and PREFIXES of XX Discipline] – Cluster Hire.”
Example: “Assistant, Associate or Professor of Chemical Biology – Cluster Hire.”
- The assured consideration date must be at least 30 days from the time of posting, however, the position will remain on the employment website until filled or asked to be removed.
- Identify one major hiring department based on the Cluster Hire Proposal. Other non-major departments can be listed below the major department.

On the Salary/Title tab:

- Select “Negotiable” as the salary qualifier.
- In the Special Program(s) section, select the appropriate cluster from the dropdown list in the Cluster Hire Program dropdown field.

The screenshot shows the 'Salary/Title' tab of a recruitment system. The 'Salary' section includes fields for Pay Basis (ACADEMIC), Salary Qualifier (Negotiable), Minimum (52,034.000), Maximum (367,001.000), and Authorized Max (367,001.000). The 'Appointment FTE' section shows Minimum and Maximum both set to 1.000. The 'Special Program(s)' section has a dropdown menu for 'Cluster Hire Program' with 'Opening Doors Through Language: Access and Equity' selected. A 'Special Programs' dialog box is open, displaying a list of programs with columns for Program Name, Program Type, and Round.

Program Name	Program Type	Round
Advanced Biomanufacturing	Cluster (2017)	1
Functional Genetics/Genomics of Neurodevelopmental...	Cluster (2017)	1
Human Cancer Genetics/Precision Medicine	Cluster (2017)	1
Initiative in Social Genomics	Cluster (2017)	1
Reproductive Equity Cluster	Cluster (2017)	1
The Comparative Study of Modern Arab Politics and So...	Cluster (2017)	1
Native American Environment, Health, and Community	Cluster (2018)	2
Quantum Science and Engineering	Cluster (2018)	2
Rethinking East Asia and the World: Politics, Education...	Cluster (2018)	2
The Metastructures of Viral Infection	Cluster (2018)	2
Foundations of Data Science	Cluster (2019)	3
Freshwater Sustainability	Cluster (2019)	3
Opening Doors Through Language: Access and Equity	Cluster (2019)	3



On the Recruitment Info tab:

- In the “Additional Information” field, add the following wording:
UW-Madison is seeking a diverse set of faculty candidates who will deepen our campus’ interdisciplinary research strength in key areas of current and future research promise, as well as faculty candidates who will approach their work in a manner that advances our commitment to research excellence.
- In the “How to Apply” field, clearly explain what is required of the applicant during the application process. Note: Applications must be received through TREMS. Applications submitted outside of TREMS will not be considered. In addition to the application instructions, add the following wording:
The deadline for ensuring full consideration is XXX date, however, the position will remain open, and applications may be considered until the position is filled.

On the Position Description tab:

- In the “Job Summary Detail” field, include the following:
 - A brief description of the position
 - A statement referencing the cluster hire and the tenure home will be determined at time of hire
 - A link to the cluster hire program

Example: *The University of Wisconsin-Madison is seeking to fill one faculty position in chemical biology. The chemical biology position is a part of a campus-wide cluster hiring initiative to add to the vibrant community combining chemical and biological approaches at UW-Madison. Participating units include: the Departments of Biochemistry, Chemistry, Biomolecular Chemistry, Chemical Engineering, Oncology, Human Oncology, Pharmacology, Plant Pathology, the Biotechnology Center, and the School of Pharmacy. Tenure home will be determined at the time of hire based on the selected candidate’s qualifications and interests. Further information regarding this initiative can be found at: <https://facstaff.provost.wisc.edu/cluster-hiring-initiative/>*

After the Cluster PVL is “division-approved”, Compensation Administration reviews and approves the Cluster PVL. Once the PVL is “C&T Approved”, the department/division sets up the job posting card in TREMS as usual, but should follow these additional steps:

- For reporting and documentation purposes, list the search committee chair and members in the “Search Committee” section.
- In the “Advertising Summary” field, include similar information listed in the Job Summary Detail to ensure potential applicants see this is an interdisciplinary/cluster hire and tenure home will be determined at the time of hire. Work with the search committee chair to finalize the language.

Once the job posting card is submitted, Talent Acquisition will release the job posting to the employment website.

The hiring administrator listed on the job posting card in TREMS is responsible for properly tracking applicant statuses. At a minimum, the movement of applicants to the following statuses must be tracked in a timely manner: search committee review, interviews, finalists, verbal offer, online offer and any declined offers. **This is a mandatory requirement to ensure TREMS can provide accurate data to the Provost’s Office.**

