



General Information Regarding Recruitment

Open recruitment is required for faculty, academic and university staff as well as limited positions at UW-Madison. An approved vacancy in JEMS is required before open recruitment begins. Exceptions are listed below.

I. Open Recruitment Not Required. Approved vacancy in JEMS Not Required.

1. Zero-dollar appointment; for example: Honorary Associate/Fellow appointment (Visiting Scholar);
2. Professor Emeritus appointment (for prior faculty only): IC018, IC019, IC020, IC021;
3. Professor of Military Science appointment (IC025);
4. Adjunct appointment;
5. Professor L/I appointment approved in conjunction with an inter-institutional overload or agreement;
6. Visiting appointment if appointment will terminate within a three-year period with no prospect of continuing.
Please note: such appointments typically do not last longer than one year and may not exceed two years without PRIOR approval of the Office of Human Resources (on behalf of the Chancellor's Office);
7. Teaching supervisor appointment; OT008

II. Open Recruitment Not Required. Approved vacancy in JEMS Not Required, but the department must have publicly announced appointment or admission procedures used to recruit appointees.

1. Research Associate
2. Postdoctoral Fellow
3. Postdoctoral Trainee
4. Research Intern
5. Post Grad Trainee 1-7
6. Intern (Non-Physician)
7. Grad Intern/Trainee
8. Fellow
9. Scholar
10. Trainee
11. Advanced Opportunity Fellow
12. Teaching Assistant
13. Research Assistant
14. Program/Project Assistant
15. Undergraduate Assistant
16. Undergraduate Intern
17. Housefellow/Resident Assistant



III. Open Recruitment Not Required. Approved Waiver in JEMS Required.

Waiver Reasons (see Recruitment, Assessment and Selection Procedures, Appendix 1: Direct-Hire Waiver Reasons <https://www.ohr.wisc.edu/docs/RASProcedure.pdf> for more detailed information)

- a. Appointment for 25 percent time or less
- b. Fixed-term Terminal/Finite with duration of two years or less (fixed term terminal appointment)
- c. Temporary acting appointments – up to two years (fixed term terminal appointment)
- d. Leave of absence temporary replacement (ADA, FMLA, other) – (fixed term terminal appointment)
- e. Training completion for Employee-in-Training titles
- f. Referral priority/reemployment of individuals impacted by layoff
- g. Rehired retiree (fixed term terminal appointment)
- h. Sole source
- i. Spousal or partner hire
- j. Dual role (teaching/research)
- k. Official internship or competitive fellowship programs
- l. Veteran
- m. Summer service (fixed term terminal appointment)
- n. Summer session (fixed term terminal appointment)
- o. Faculty to Academic Staff/Academic Staff to Faculty (FA to AS/AS to FA)
- p. Position conversion (US to AS/AS to US)
- q. Reactivate backup appointment
- r. Employee choice - US to AS (AC)
- s. International employment rehire
- t. US Fixed Term Finite to US Ongoing
- u. Other
- v. Provost Hiring Initiative

