

**2008-09 New Faculty Searches Spreadsheets
Frequently Asked Questions**

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| <p>What is the information on new faculty recruitment and outside offers used for?</p> | <p>This documentation has proved useful when discussing faculty recruiting and retention with constituencies like the Board of Regents and legislators. UW System Administration requires that we provide a report on this information annually.</p> <p>When special funds are available for recruiting and retention these reports are among the pieces of information that are used in making determinations about distribution of funds.</p> <p>If we can better understand the significant reasons behind a successful or unsuccessful hiring or retention effort (e.g., could not match salary, teaching load too high, partner offered faculty position, etc.) we are better able to implement or amplify successful approaches.</p> |
| <p>Who should fill out the spreadsheet?</p> | <p>The spreadsheet should be filled out by someone who is familiar with what happens with all cases of recruiting and retention. In larger units, one person may need to collect information from a range of people.</p> |
| <p>I want to look at prior year reports – how do I get access to them?</p> | <p>Reports are posted at http://apa.wisc.edu/Faculty_Recruiting_Retention/index.htm.</p> <p>This FAQ and related information is at the same web site.</p> |
| <p>Who should I contact if I have other questions?</p> | <p>Catharine DeRubeis (cderubeis@ohr.wisc.edu)</p> |
| <p>What information are we asking for?</p> | <p>We are interested in the outcome of the searches and what factors were important in the candidate’s decision. Report whether the person accepted or rejected the offer or is still thinking about it and tell us the key elements of the offer. Let us know the aspects of the offer that were crucial in the person’s decision to accept or reject (position for partner, reputation of department, salary, teaching load, location, etc.).</p> |
| <p>Should we include information on the offers made this academic year even if the faculty member isn’t starting their appointment immediately?</p> | <p>Yes, and indicate when you anticipate the employment period will start.</p> |

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| <p>Should we include information on searches which are still open but we haven't yet made an offer?</p> | <p>No. We want information only about offers that have been made. If the search is still open at the end of the reporting period and you expect to make an offer in the future, report the offer in the next year.</p> |
| <p>What should we do about cases where an offer has been made but the candidate hasn't given us a final answer?</p> | <p>Report them as "pending". When the candidate eventually gives an answer, send us an email message or update you spreadsheet to let us know how it came out.</p> |
| <p>How should we report it if we hire a candidate as a visiting professor as a stop-gap measure?</p> | <p>If the person was hired in a search for a regular faculty member and you are going to switch them to a regular appointment as soon as possible, then report them as if you had hired them into the intended position and make a note that they are starting as a visiting professor.</p> |
| <p>Should we include information on offers that were made to prospective faculty who decided not to come here?</p> | <p>Yes. This information helps us understand what fraction of offers is successful.</p> |
| <p>Should we report only cases where there is a formal written offer?</p> | <p>Report all cases where serious negotiations were conducted. In cases where it is standard practice to always make a written offer and then have the candidate make a decision, then report offers that follow this pattern. If it is standard practice in your unit to make a written offer only after verbal negotiations are conducted and the candidate has made a verbal commitment, report cases where serious negotiations have occurred even if no written offer was tendered. Sometimes it is difficult to decide whether a particular set of negotiations should count as an offer. Use your best judgment.</p> |
| <p>Which positions should we include?</p> | <p>Include offers for tenured/tenure track faculty positions: instructors, assistant, associate, and full professors.</p> <p>If you have CHS and/or clinical faculty in your unit, please include those cases when a national search was conducted to fill the position.</p> <p>If a *nationally competitive search* was conducted for academic staff positions, you may include it. This is optional; report all cases or no cases of such activity for your unit.</p> |
| <p>Sometimes UW-Madison faculty members in other departments have moved their appointment and tenure home to our unit. Should we include them in the report?</p> | <p>Typically, no – if a faculty member moves tenure home to your department from another department at UW-Madison, don't report them as having accepted an offer in the course of a search. However, if they did apply for a position in a regular search, interviewed like an off-campus candidate,</p> |

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| | and subsequently received an offer, then include them. |
| Sometimes we hire people who were previously in academic staff positions at UW-Madison. Should we include them? | If the position was converted from academic staff to faculty without a search, then no, don't report it. If the person was hired in the process of an open, national search and received an offer, then yes, report the case. |
| How should we report dual career couples? | If the spouse/partner is offered a position for which a national search would normally have been made, include the offer. |