



February 7, 2007

To: Academic School/Colleges Deans and Directors

From: Patrick V. Farrell, Provost *Patrick V. Farrell*

Subject: Request for Information on Faculty Retention/Outside Offers and New Faculty Searches

In recent years we have engaged in an annual collection of detailed information on new faculty searches and on outside offers in order to allow us to analyze patterns in faculty recruitment and retention efforts. I am asking for your help once again to be sure we have full information for the 2006-07 academic year. To assist with the collection and to get consistent information across schools and colleges, please use the attached spreadsheets to capture the relevant information. Our goal is to use this information to help us understand the significant or major 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.).

Please identify an individual in your college who will be responsible for entering the relevant recruiting and retention information on the spreadsheets and returning them by the dates specified below. Attached is a list of individuals who responded for each school/college last year (these individuals are copied on this memo). Please check the list and if a different individual should be responsible for this work, please let Jocelyn Milner (jlmilner@wisc.edu) know and forward this message to the person who will be responsible for providing the information. You may find that the easiest and most accurate way to keep these data is to fill out the form at the time a recruitment offer or retention counter-offer comes to your attention.

New Faculty Searches: This spreadsheet is designed to record information on successful and unsuccessful offers made to potential faculty members. We also ask for the start date and contact information on new faculty hires so that this information can also serve the needs of the Secretary of the Faculty's office as they plan orientation programs for new faculty hires.

Information on all offers of employment to prospective faculty should be included in this file. Please provide information according to the practices in your unit. For most units, we expect that you will report offers that are made as formal written offers. In some units, the standard practice is that a written offer is only extended after negotiations have been conducted and the candidate has made a verbal commitment. In such cases, where serious, detailed negotiations took place but no written offer was made, please report those cases and indicate in the report that the negotiations were verbal.

File name: faculty_searches_F07.xls.

Return by date: July 13, 2007

Return to: Jocelyn Milner, jlmilner@wisc.edu

Faculty Retention/Outside Offers: This spreadsheet is designed to record information on faculty retention. We are collecting information on "pre-emptive" and "responsive" retention offers as well as cases where no retention offer is made. (Use the pull-down menu in the appropriate column of the spreadsheet to make the selection. See definitions below.) For schools/colleges with cases that were pending last year, a college-specific spreadsheet is provided that contains those pending cases so you can provide an update.

File name: outside_offers_[unit_]F07.xls.

Return by date: August 15, 2007

Return to: Jocelyn Milner, jlmilner@wisc.edu

"Responsive" retention offers are made to faculty who have received an actual outside offer, either orally or in writing, or are about to receive such an outside offer. Also include faculty members who you wanted to retain but to whom you didn't actually make a counter-offer because the faculty member indicated they didn't want a counter-offer or because the outside offer was so attractive that it clearly could not be matched.

"Pre-emptive" retention offers are made to faculty who you know are "looking around," and so you do something explicitly to keep the faculty member here (e.g., increased salary, more space) even though they may not have received an actual offer or even have gone for an interview. The distinction between responsive and pre-emptive offers may be difficult to draw in some cases; please use your best judgment.

"No counter-offer" refers to cases in which the individual has an outside offer but you didn't make a serious counter-offer: individuals you didn't really want to retain or who were leaving for a clear career change (e.g., to take an administrative position elsewhere).

In August when you respond to this memo, I am also interested in knowing your general impression of how faculty recruiting and retention has gone in the past year in comparison to the recent past. What was your biggest or most troublesome issue in the past year? Were recruiting and retention issues more or less challenging than the previous year? Have you implemented specific changes to improve the situation? Have you tried any strategies that are different than in the past? If yes, do you have any evidence that these strategies are effective or ineffective?

Let me know if you have questions about this request for information. Alternatively, contact Jocelyn Milner (jlmilner@wisc.edu, 263-5658) or Eden Inoway-Ronnie (etinoway@wisc.edu, 265-5975) with questions.

Thank you in advance for your assistance in gathering this important information. A report on the 2005-06 information was distributed to you in early January 2007. The 2005-06 and 2004-05 reports are posted at http://apa.wisc.edu/Faculty_Recruiting_Retention/index.htm. This information has proved useful when discussing faculty recruiting and retention with constituencies like the Board of Regents and legislators and I thank you for making sure the information gets to us in a timely manner.

copies: Lindsey Stoddard-Cameron
Laurie Beth Clark
Margaret Harrigan
Eden Inoway-Ronnie
Jocelyn Milner
School/College Respondents from 2005-06

Contact List: New Faculty Searches and Outside Offers Spreadsheets

<i>School/College</i>	<i>2005-06 Contact Person</i>
Agricultural and Life Science	Janis Simons <jsimons@cals.wisc.edu> Irwin Goldman <ilgoldma@wiscmail.wisc.edu>
Business	James Johannes <jjohannes@bus.wisc.edu>
Education	Kathy Hillmer <khillmer@education.wisc.edu> Lisa Payne <lpayne@education.wisc.edu>
Engineering	Diane Randall <drandall@engr.wisc.edu> Steve Cramer <cramer@engr.wisc.edu>
Human Ecology	Judy Ederer <jcederer@wisc.edu>
GNIES	Eileen Hanneman <elhannem@wisc.edu>
Law	Kathryn Hendley <khendley@wisc.edu>
Letters & Science	Joyce Helt <Helt@ls.admin.wisc.edu>
Medicine and Public Health	Paul DeLuca <pmdeluca@wisc.edu> Margie S. Martin <msmartin@wisc.edu>
Nursing	Cathy Langsdorf <clangsdo@wisc.edu>
Pharmacy	
Veterinary Medicine	
Continuing Studies	