



Date: February 6, 2017
To: Deans and Assistants
From: Sarah C. Mangelsdorf, Provost and Vice Chancellor for Academic Affairs *scm*
Subject: 2016-17 Data Collection on New Faculty Recruitment – Due July 14, 2017

Annually we collect from you detailed information on new faculty recruitment. Our goal is to use this information to better understand major reasons behind successful or unsuccessful hiring efforts. Complete and informative information from you on faculty recruiting has ongoing value. This information has proved useful when discussing faculty recruiting and retention with state legislators and other stakeholders.

To report this information, please use the recruitment and retention database created by the Office of the Vice Chancellor for Research and Graduate Education (OVCRGE), available at <https://apps.research.wisc.edu/RecruitRetention/>. As you have heard from Chancellor Blank and from me, we are expecting that all faculty recruiting efforts be entered in the database through the portal. The Office of the Provost is coordinating with OVCRGE to use that database for all collection of recruiting/new faculty hiring information. This will allow us to minimize duplication of effort and improve the quality of the data.

OVCRGE is planning updates to the portal. Look for communication from OVCRGE about training on the new functions that will be available.

To evaluate our recruitment efforts, we need you to report through the portal both accepted offers and offers that were declined by candidates in 2016-17. We are interested in all offers tendered in 2016-17, even if the candidate will start their appointment at a future date. You may have cases where the offer is still pending – these should also be reported. Additional detail on the collection of this information is included in the attached document. Include offers made for tenured/tenure track faculty positions (professors at all ranks and instructors). If relevant, you may enter into the database portal offers made for *nationally competitive searches* for clinical or academic staff positions.

Thank you for your assistance in gathering this important information. Please contact Allison La Tarte (allison.latarte@wisc.edu) or Jocelyn Milner (jocelyn.milner@wisc.edu) if you have any questions.

Attachments (also posted at <http://apir.wisc.edu/facultystaff-hiring.htm>):

1. New faculty searches frequently asked questions
2. List of school/college contacts

cc: Michael Bernard-Donals, Eden Inoway-Ronnie, Allison La Tarte, Margaret Harrigan, Jocelyn Milner, Lindsey Stoddard-Cameron, Wayne Guthrie, Mark Walters, Catharine DeRubeis, Charles Hoslet, John Lucas, Steve Ackerman, Norman Drinkwater, Jan Greenberg, Lea Jacobs, Petra Schroeder, Jessica Wipperfurth, Nick Tincher, School/College Contacts

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**2016-17 New Faculty Searches Collection
Frequently Asked Questions**

<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 legislators, Regents and other stakeholders. State law requires that we provide a report on this information annually.</p> <p>When special funds are available for recruiting and retention this information may be used in determining the 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>Are you looking for all offers made, or successful offers only?</p>	<p>To evaluate our recruitment efforts, we need you to report both accepted offers and offers that were declined by the candidate. We are interested in all offers tendered in 2016-17 even if the candidate will start their appointment at a future date. You may have cases where the offer is still pending -- these should also be reported.</p>
<p>I want to look at prior year reports – how do I get access to them?</p>	<p>Reports are posted at http://apir.wisc.edu/facultystaff-hiring.htm . This FAQ and related information is at the same web site.</p>
<p>Whom should I contact if I have other questions?</p>	<p>Allison La Tarte (allison.latarte@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>Information about strategic hiring initiatives</p>	<p>Please include information if the offer was related to one of the many strategic hiring initiatives (e.g. Minority/Diversity, Anna J Cooper, dual career, etc.). See this website for more information: http://www.provost.wisc.edu/facshi.htm .</p>
<p>Should we include information on the offers made this 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>
<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 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 your 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 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 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, and subsequently received an offer, then include them.</p>
<p>Sometimes we hire people who were previously in academic staff positions at UW-Madison. Should we include them?</p>	<p>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.</p>
<p>How should we report dual career couples?</p>	<p>If the spouse/partner is offered a position for which a national search would normally have been made, include the offer.</p>

**Contact/Point Person, Additional to the Lead Dean
2016-17 Collection**

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February 2017