**Checklist for Exceptional Hire Appointments**

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MC # \_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | ITEM |  | REQUIRED |
| 1 | The position may or may not have been advertised. |  |  |
| 2 | The DACA consults with the Dean, who consults with the VPAP to discuss the possibility of an exceptional hire and the opportunity to waive normal hiring procedures |  |  |
| 3 | The candidate is interviewed and performs the departmental presentations (teaching and research) |  |  |
| 4 | DTPC recommendation recommended but not required by Policy |  |  |
| 5. | FTPC recommendation required if a tenured position is offered |  |  |
| 5 | DACA/SACA provides a positive recommendation and gets approval from the Dean and VPAP to offer the position |  |  |
| 6 | A mission critical form is completed indicating the position will be either:   1. New Addition to Complement or 2. Replacement for an existing complement position |  |  |
| 7 | UARC must be notified of the pending offer, however, review of the file by UARC is *not* required |  |  |
| 8 | Offer package for Provost approval to include: offer letter, appointment form, mission critical form, Chair’s memo to the Dean (DACA/SACA approval), DTPC recommendation if acquired, FTPC recommendation if tenured hire, three reference letters and CV. |  |  |

**Faculty Appointments**

**Policy 76**

### ****5. HIRING PROCEDURES FOR REGULAR FACULTY MEMBERS**.**

### ****D. Exceptional ​Candidates****

The opportunity to recruit uniquely qualified, internationally recognized scholars may necessitate prompt hiring decisions to attract such individuals to become UW faculty members. In such cases, with the recommendation of the DACA(s) involved in the proposed hiring and in consultation with the VPA&P, the Dean(s) may waive normal hiring requirements. The following process will then ensue. After a departmental presentation by the candidate and upon a positive recommendation from the DACA(s) with the approval of the Dean(s) and VPA&P, the candidate may be offered a position. The VPA&P will provide an annual statistical report on such cases to Senate, with special attention to equity.