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COLLEGE OF BUILT ENVIRONMENTS

To: Gerri Williams, HR Administrator/Dept Manager
CC: Renée Cheng, Dean
From: Jeff Hou (on behalf of the CBE College Council)
Re: Review of CBE Guidelines for Non-Competitive Hire for Professional Staff Positions
Date: February 13, 2023

Dear Gerri,

Thanks for sharing a draft of the proposed non-competitive staff hiring policy in your email of Jan. 24, 2023. We appreciate having clear guidelines for hiring professional staff on a timely basis when non-competitive hiring is needed, based on UW policy. We posted a few comments directly on the documents regarding the need for the guidelines and asked for clarifications on specific phrases.

Along with reviewing the document, the College Council also discussed the need for the College to have a conflict-of-interest policy regarding hiring to ensure that ethical considerations are taken into account with personnel issues in the College in addition to the procedure outlined in the current guidelines. We would like to suggest that the Dean's office begins the process of producing a conflict-of-interest policy for review this academic year.

Lastly, it seemed that the language in the proposed guidelines had changed significantly since it was first shared with us. Is this correct? It would be great to highlight or indicate what those changes were as we were reviewing the document.

Sincerely yours,



Jeffrey Hou, Ph.D.
Chair, CBE College Council