

CBE Guidelines for Non-Competitive Hire for Professional Staff Positions

Proposed Jan 4, 2023
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Purpose

For the majority of searches in CBE, an open process is consistent with our goals for equity, diversity, and inclusion. However, there are some situations for which waiving a search for a non-competitive hire is appropriate. The following procedures and guidelines have been developed to support CBE's effort to maintain an equitable, transparent and fair hiring process for all searches and to specify situations where filling positions on a non-competitive basis is appropriate. The policy provides criteria to be used in CBE prior to submitting a request for a non-competitive professional staff hire to UW.

Definitions

CBE Policy

CRITERIA FOR CBE

Employee must meet all of the following criteria:

- When an opportunity to hire a qualified employee with unique ability and/or extraordinary experience presents itself.
- Value of the candidate to be considered for waiver – access the number of years of institutional experience in role > # of years of experience listed in the job description.
- Value of retention - Demonstrated hardship or negative impact on college if the current CBE employee is a candidate in a search and does not receive the offer.

Employee must meet one of the following:

- For candidates who have been serving in Interim roles, promotion to full positions will be considered after they have been in interim for a minimum 9 months with demonstrated effectiveness.
- If relevant, information on the market for candidates for positions of this type. When recent internal/external search efforts have shown that competitive search may be unproductive at this time.
- When specific contributors to a grant proposal or the PI are named to a position in a grant proposal.

Note: For all hiring, regardless of search type, CBE tracks affirmative action goals with the Office of Equal Opportunity

UW Policy

[UW Staff Hiring Overview](#)

Conducting open searches is important to obtaining the highest quality employees and ensuring equal opportunity in the hiring of academic personnel and professional staff. A classified, contract covered, or professional staff position may be filled on a noncompetitive basis in the following scenarios:

UW CRITERIA FOR A NON-COMPETITIVE RECRUITMENT

- For the direct hire of an applicant into a non permanent or intermittent position (WAC 357-19-377(2));
- When placing an employee into an open position as an alternative job search; (requesting a disability accommodation)
- For an approved [search waiver request](#); or
 - Positions that do not meet a professional staff civil service exemption and fall into classified service are not eligible for the waiver process, even if the individual is part of a “team” coming in as a group.
- Qualify as exempt staff from Washington state civil service law (RCW [41.06](#)) if they meet one or more non academic exemption criteria outlined in RCW [41.06.070\(2\)\(a-b\)](#).
<https://hr.uw.edu/policies/exemption-criteria/>
- and if the situation seems to meet one of the four waiver criteria determined by EOAA.
- When placing an employee into a specific position because of a union settlement agreement.

Procedure

Exceptions from full search procedures are therefore permitted only with appropriate justification and when they are in the best interests of the UW; all requests must be approved beforehand by the appropriate Dean, HR and Hiring Manager. In determining the appropriateness of a waiver, Equal Opportunity and Affirmative Action (EOAA) also considers whether the waiver would result in a hire that supports UW’s affirmative action goals and other policies, such as being responsive to dual career couples.

1. IDENTIFY A NEED FOR POSITION

Who: Dept. /Hiring Manager – Informs HR of a need to hire/recruit for a position. * ensure managers have completed implicit bias and record keeping supports a fair hiring process training.

- New Position: when a position is brand new
- Replacement/class Change: when a position is/will be vacant but changes to the job description are needed.
- Replacement Position: when a position is/will be vacant and there is a need to fill the same position.

2. WRITE JOB DESCRIPTION

Who: Dept/Hiring Manager- creates a job description including the below.

- Include essential functions for position
- Ensure the JD encourages Equity, Diversity and Inclusion
- Are the responsibilities current and accurate?
- Requirements align with position needs
- Are desired skills applicable?

3. APPLICATION PROCESS FOR SEARCH WAIVER

[Search Waiver Request Guidelines](#)

Important to note: applications for search waivers are not automatically granted, discretion in sharing information with potential candidate(s) is advisable.

- Dept hiring manager is required to provide a recommendation letter to support direct hire
- Request must be submitted to HR and Dean for approval
- Explanation of how this candidate meets above criteria for waiver

STEPS TO HIRE:

1. If the position appears to meet a pro staff exemption and one or more of the waiver criteria, create an employment requisition in UWHIRES.
2. Attached to the UWHIRES requisition a complete Professional Staff Position Description (PSPD) form or, for Research/Scientist Engineer positions, the RS/E Job Questionnaire form, and a brief narrative explaining why the department believes this individual meets one of the waiver criteria. Also include the candidate's name in the notes section of the requisition. (If the candidate does not have a profile in UWHIRES, have them create one; if the candidate has a profile in UWHIRES have them confirm their resume is up-to-date.)
3. The requisition will first route to HR Employment where the Employment Specialist will review it for completeness, add the candidate's profile to the requisition, and add Compensation as an approver.
4. Compensation will review the requisition for payroll title, grade, and appropriate salary, FLSA status, internal equity within the major organization and with UW practice and, if the requisition is approved by Compensation, they will then add the EOAA Officer as an approver in UWHIRES. If Compensation does not approve the requisition; they will work with the hiring manager to resolve the issue(s).
5. The EOAA Officer will contact the hiring department and/or dean's/chancellor's office to discuss any issues or concerns with the requested search waiver.
6. The EOAA Officer will deny or approve the request in UWHIRES. If denied, EOAA will provide an explanation and notify HR Employment; HR Employment will cancel the requisition. If the department wants to proceed with an open, competitive recruitment they should create a new requisition following the normal process. If approved, the requisition will go back to HR Employment and the hiring process will be completed by HR

Employment. This process will include ensuring all applicable assessments are completed, running a Criminal History Background Check if required (if required the hire is contingent completion of the background check), and providing the hire confirmation.

Effective Date: March 1, 2023

Last Review Date: February 21, 2023

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