

University of Wisconsin-La Crosse Instructions for Direct Appointment

WHAT IS A DIRECT APPOINTMENT?

A direct appointment is the process for hiring an unclassified employee through an administrative review and must be approved by the Provost, Vice Chancellor, or Assistant Chancellor of the department or unit and then by Affirmative Action Officer, Human Resources, and ultimately the Chancellor. Recruitment is waived and the appointee will not be required to go through a recruitment process to be reappointed to the position.

WHEN CAN A DIRECT APPOINTMENT BE USED?

Direct appointments are rare. They are used only after a careful review on a case-by-case basis. They may be considered in situations when:

- There is a history of unsuccessful searches
- The qualifications for the position are unique, necessary and extremely hard to fill
- A current employee or a potential employee is uniquely qualified for the position and a search is unlikely to produce a pool of qualified applicants

This is not an exhaustive list of situations that might be suitable for a direct appointment, but serve to illustrate the rationale.

WHAT ARE THE STEPS FOR A DIRECT APPOINTMENT?

1. Consult with the Executive Director for Human Resources.
2. Consult your dean/division officer about their support or alternative recommendation.
3. Complete the **HIRING DEPARTMENT/UNIT** portion of the ***University of Wisconsin-La Crosse Request for Direct Appointment*** form, attach a Position Description and the vita/resume of the person you are requesting to hire.
4. The dean/director reviews, signs and delivers the form to their supervisor: Provost, Vice Chancellor for Administration and Finance, or the Assistant Chancellor for Student Affairs.
5. Provost, Vice Chancellor or Assistant Chancellor reviews, completes, signs and forwards the form to the Executive Director for Human Resources
6. Executive Director reviews the form in consultation with the Affirmative Action Officer and Business & Finance, completes, signs and delivers the form to the Chancellor.
7. Chancellor makes the final decision, signs the form and returns it to Human Resources.
8. Human Resource contacts the appropriate party so they can make a verbal offer contingent on a successful criminal background check. If the proposed salary is higher than what is budgeted they will want to discuss and get approval of any increase prior to the verbal offer.
9. If the offer is accepted, Human Resources is notified and provided with contact information for criminal background check.
10. The appropriate party completes and routes the paperwork necessary for HR to write the appointment letter, including necessary approvals and resource/budget confirmation by Administration and Finance.

Click here to go to the [UW-L REQUEST FOR DIRECT APPOINTMENT FORM](#)