

UWL Hiring Policy and Procedures for SoE Affiliated Faculty and IAS in Teacher Education Programs (3/2017)

The following procedures and policy further annotate the [“UNIVERSITY OF WISCONSIN-LA CROSSE SEARCH AND SCREEN POLICY AND PROCEDURE”](#) as they pertain to the hiring of School of Education-Affiliated Faculty or Instructional Academic Staff (IAS). The structure and text shown in grey are part of the university document. The text in black pertains to SoE-Affiliated faculty or IAS searches. At the conclusion of the procedures, the parameters on recruiting and hiring provided by the WI Department of Public Instruction (DPI.34.10 and PI.34.11) are provided. The School of Education (SoE) is a unit within the School of Education, Professional and Continuing Education (EPC). *The terms SoE and EPC are used interchangeably; however, for consistency with other documents, faculty and IAS involved in teacher education are referred to as SoE-affiliated faculty and the Dean is referred to as the EPC Dean.*

These procedures and policies were developed by a faculty committee and vetted by the appropriate Deans, HR, and approved by the Provost.

SECTION 1: ADMINISTRATIVE APPROVAL FOR RECRUITMENT

Positions that Cross Units or Divisions:

If a position includes appointments in two or more units or divisions, collaboration is expected throughout the recruitment process. Collaboration should occur on the position description (including required and preferred characteristics), on the selection of candidates for final interview, and any/all offers of employment.

School of Education Affiliations: School of Education (SOE) affiliated position recruitment requests need to come jointly from the Dean of Education, Professional and Continuing Education and the Dean of the home department. Departments are expected to follow the *Hiring Procedures Policy for SOE Affiliated Faculty in Teacher Education Programs* available in the School of Education Faculty Handbook.

Requests to hire a SoE affiliated faculty member or IAS (new position or replacement) may initiate from a program director or department Chair.

- Requests from Programs/Departments/College Deans shall include consultation with the EPC Dean to ensure the request aligns with both SoE and Program/Department/College priorities. In addition, all requests are expected to be data-based. GQ&A hiring must follow the request guidelines provided by the Provost’s Office.
- Requests to the Provost for positions that cross units (School of Education and a college) are expected to be collaborative and reflect consensus between the EPC Dean and the College Dean. SoE affiliated positions that do not have the approval of the EPC Dean will not be approved by the Provost.

SECTION 2: SEARCH AND SCREEN STRUCTURES

Search and Screen Committee: This process is to be used for the recruitment of faculty and instructional academic staff, and is also an option for the recruitment of non-instructional academic staff. The search and screen committee is comprised of a diverse group of individuals selected by the Hiring Official and/or Supervisor/Department Chair in conjunction with applicable bylaws. Refer to Section 3: Roles & Functions.

At least one member of the S&S Committee should be an SOE affiliated faculty member (internal or external to the searching department), unless the Provost grants an exception based on a compelling argument.

SECTION 3: ROLES & FUNCTIONS

Drafting of the position description, selection criteria and advertisement text (see Section 7):

- The S&S Committee should consult with EPC Dean (in addition to the College Dean when applicable) during the drafting phase to ensure that the position description adequately articulates the needs of both SoE and the program/department.
- Approval to post the advertisement shall be made by the College Dean (if appropriate) followed by the EPC Dean.

See Section 7 for required language to be included in the ad text, the selection criteria, and the position description.

SECTION 4: RECRUITMENT METHODS

SECTION 5: SPECIAL HIRING METHODS

SECTION 6: RECRUITMENT PLANNING AND APPROVALS

Candidates applying for SoE affiliated faculty or instructional academic staff positions should be asked to provide a cover letter that includes specific elaboration on their experiences in PK-12 schools, and how these experiences inform their teaching, scholarship, and service.

SECTION 7: ADVERTISING

The following language should be included in both the ad text and selection criteria as

Required Qualifications:

- **At least 3 years of teaching experience in US PK-12 schools**

Notes on the experience requirement:

- From PI.34.11 (2)(c)
- This required text may be modified to include “pupil services, or administrative experience” as appropriate for the position being filled,
- Under special circumstances, the required text may include “US or comparable,” provided that the conditions for “comparable” are clearly articulated at the advertisement drafting stage and are approved by the EPC Dean prior to posting the advertisement.
- If the area is considered “high needs,” the EPC Dean may support some latitude in the required language provided that the need is articulated at the advertisement drafting stage and the language is approved by the EPC Dean prior to posting the advertisement.
- When any exceptions to the requirement for 3 years of teaching experience in US PK-12 schools is granted, the expectation is that the department will work together with the EPC Dean to create and implement a remediation plan to ensure that faculty are able to meet DPI requirements.

- **Faculty must have an advanced degree and demonstrated expertise specifically related to their assignment**

Notes on degree requirement:

- From PI.34.11 (2)(a,b) - specific language addressing this requirement can be drafted by the S&S committee.

Additional Ad and Position Description Text:

- This position is affiliated with the School of Education, Professional, and Continuing Education (EPC) and the Dean of the EPC will provide feedback regarding hiring and personnel reviews.
- School of Education affiliated faculty are expected to be engaged in service and scholarly activities that inform and enhance the work they do with prospective teachers.
- Some additional work hours outside of the academic school year may be required in order to align duties with PK-12 school year.
- Faculty members in this position collaborate with the *Department of Educational Studies*** on advising and curriculum related issues.

** The name of the Content College should be inserted here, and the text in italics used where applicable.*

*** For faculty hired into the Department of Educational Studies, this text should be replaced with "faculty in SoE programs outside of Educational Studies"*

- *Boilerplate language about EPC (for use in full ad).* The most current boilerplate language describing the EPC should be inserted into electronic advertisement texts. The most current boilerplate language should be obtained from the EPC Dean.

SECTION 8: SCREENING AND TIERING APPLICANTS

- For phone/video interviews, at least one question must pertain to the candidate's expectations as an SoE affiliated faculty or IAS member.
- After the department committee's Tier 1 candidates are approved by the College Dean. The College Dean will consult with the EPC Dean and evidence of the joint agreement is expected prior to the official approval in the electronic recruitment system. The Provost should be consulted if agreement cannot be reached.

SECTION 9: THE INTERVIEW PROCESS**Campus Interviews:**

- The S&S committee shall arrange a meeting for each Tier 1 candidate with the EPC Dean or designee.
- The S&S Committee shall share the campus interview itinerary for each applicant with the SOE office for dissemination to SOE personnel.

SECTION 10: CONDUCTING REFERENCE CHECKS**SECTION 11: THE HIRING PROCESS**

The S&S committee follows the hiring Department bylaws for evaluating Tier 1 candidates after the interviews and reference checks. The Chair of S&S Committee or Department Chair (according to the department bylaws) verbally shares each candidate's strengths and weaknesses with both the College and EPC Dean.

The approval for hire recommendation is made to the Provost from the College Dean (when the position is an SOE affiliate position) or by the EPC Dean when within the Department of Educational Studies. When the recommendation is from the College Dean it must represent a collaborative decision between the EPC Dean and the College Dean. If there is disagreement on candidates, the Provost should rely on DPI standards articulated by the EPC Dean as the primary arbiter of the final decision.

SECTION 12: THE CLOSING OF A SEARCH

WI Department of Public Instruction (DPI) sets the following parameters on recruiting and hiring SoE affiliated faculty, as stated in PI.34.10 and PI.34.11:

PI 34.10 Organization and administration of teacher education programs.

(2) RECOGNITION OF SCD'S* AUTHORITY. *The institution shall have policies which clearly identify **selection**, promotion, and tenure of faculty, teaching loads, faculty development opportunities, and institutional and community service expectations.*

**"SCD" means a school, college, department or division within a private or public college or university engaged in the preparation of professional school personnel in Wisconsin.*

PI 34.11 Faculty.

(1) RECRUITMENT OF DIVERSE FACULTY. *The institution shall recruit, hire and retain a diverse teacher education faculty.*

(2) FACULTY QUALIFICATIONS.

(a) *Faculty who teach in initial and advanced programs leading to licensure shall have preparation specifically related to their assignment, hold an advanced degree and demonstrate expertise in their assigned area of responsibility.*

(b) *Faculty who teach in initial and advanced programs shall be knowledgeable about current elementary, middle, and secondary curriculum, practices, requirements, technology, and administrative practices appropriate to their assignment.*

(c) *Faculty who supervise pre-student teachers, practicum students, student teachers, or interns shall have at least 3 years of teaching, pupil services, or administrative experience or the equivalent as determined by the department in prekindergarten through grade 12 settings.*

(d) *Faculty who teach in an initial or advanced program shall be actively engaged in professional practice with prekindergarten through grade 12 schools, professional organizations, and other education related endeavors at the local, state or national level.*

(e) *Faculty responsible for the leadership or coordination of initial or advanced programs leading to licensure must hold a minimum of a master's degree or its equivalent in the principal discipline of the program.*