

The Role of the Department of Youth Development in Hiring Faculty

Statement of Policy

Congruent with Chapter 36 of the Wisconsin State Statutes which affords faculty with the primary responsibility for academic and educational activities and faculty personnel matters, the Department of Youth Development has developed the following policy statement to ensure that the Department exercises its faculty responsibilities.

Position Description Development

When a vacancy occurs in a faculty position and there is the possibility there will be suggestions to modify the position description, qualifications or status of a position, the Department of Youth Development expects the Department Chair will be involved in the discussions in the early stages. If the position description, qualifications, or faculty status is to be modified, the Department of Youth Development Chair or designee expects to be involved in those discussions on behalf of the Department of Youth Development.

Screening of Candidates and Selection of Preliminary Candidates

Currently, the Department of Youth Development delegates its responsibility for screening resumes and selecting preliminary candidates for faculty positions to the Assistant Program Leader who is a member of the Department. In the rare events where the Assistant Program Leader is unable to fulfill this responsibility she may designate another Youth Development Faculty member to fill in for her on a case-by-case basis. In the event that the Assistant Program Leader retires or relinquishes this role, the Department of Youth Development reserves the right to revisit the process. The Department of Youth Development would like to re-examine its role in the process when and if electronic review of resumes becomes available.

Interviewing of Preliminary Candidates and Selection of Finalists

Currently, the Department of Youth Development delegates its responsibility for interviewing preliminary candidates and selecting finalists for faculty positions to the Program Liaisons who are members of the Department. Program Area Liaisons who are not members of the Department of Youth Development must be approved by formal action of the Department of Youth Development before authority to represent the Department in the interviewing process is given. If approval is not provided by the Department of Youth Development, the Department of Youth Development Chair will meet with the 4-H Youth Development Program Leader and/or other UW-Extension administrators to seek redress for department concerns.

Admittance to the Department of Youth Development and Assignment of Rank to Final Candidates

Working through the Human Resources office, the chair of the Department of Youth Development is responsible for determining if final candidates possess the qualifications to be admitted to the Department of Youth Development as Faculty. The chair also has the responsibility for assigning rank (instructor or assistant professor) or determining if the candidate is eligible to pursue tenure at the time of hire or early tenure consideration.

Interviewing of Final Candidates and Extending an Offer to Candidates

The Department of Youth Development delegates its responsibility for interviewing final candidates to the appropriate UW-Extension administrators.

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