**Search Process for Unit Directors \* (assigned to an official UW System title code of Director)**

1. From FASRP - notify the applicable Unit and discuss with its employees the nature and responsibilities of the position, the search timeline, and criteria to be used in assessing candidates’ credentials, and provide a mechanism for members of the applicable Unit to volunteer for service on the search committee (as long as not going to be an applicant for the position)
2. From FASRP and University Staff Bylaws - consult with the Academic Staff Personnel Committee, Faculty Personnel Committee, and the University Staff Council (note FASRP *incorrectly* refers to University Staff Personnel Committee), appoint a committee made up of at least one academic staff member and one university staff member from the unit or division, one university faculty member, and one student.
3. From FASRP - convene the search committee, preside over the election of a chair, and provide the committee with the draft position description and a tentative search timeline. Discuss at least the following: (1) The points in the search process at which the committee will consult (e.g., when the committee has narrowed the applicant pool to those in the telephone interview pool, after reference calls, prior to determining whom to invite to campus for interviews, before the campus interviews to review the schedule/plan), (2) In what way you prefer the committee deliver its recommendations at the end of the search (e.g., meet to discuss with you the suitability of the candidates, submit an unranked list of recommendations)
4. From the FASRP - the committee will: (1) Publicize the position through creating an advertising plan, soliciting nominations, etc., (2) Evaluate the application materials, (3) Manage the interview process, (4) Keep all application materials and search information confidential, (5) The committee may meet with you upon request
5. Search committees for positions above the rank of Director/Chair will be provided with administrative support.

\* NOTE: From FASRP - for those positions with “Director” in the working title or with director-type responsibilities, but not assigned to an official UW System title code of Director, consult with the University Senate Executive Committee as to whether the director process, the academic staff process, or another process is most appropriate for the search.