

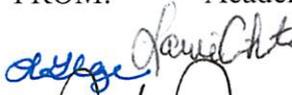
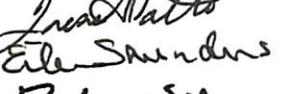
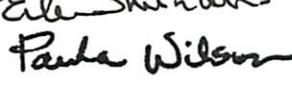


MEMORANDUM

September 24, 2015

TO: George Ellenberg
Vice Provost

FROM: Academic Affairs Staff Development Council HUB (AASDC Core Group):

 Laurie Cihota, Senior Administrative Specialist, CEPS
 Lori Glaze, Senior Administrative Specialist, CASSH
 Judy Jones, Executive Specialist, Provost's Office
 Irene Patti, Executive Specialist, Provost's Office
 Eileen Saunders, Senior Administrative Specialist, COB
 Paula Wilson, Senior Administrative Specialist, COSE

SUBJECT: Search Waivers for Academic Affairs Administrative Staff Positions

The AASDC and the AASDC HUB strive to adhere to the UWF Strategic Plan. In following Priority 4.2 – *To recruit, develop, retain, and recognize dedicated high quality staff members who advance the mission, vision, and values of the University*, one mission of the AASDC HUB is to develop, promote and advance Academic Affairs administrative staff through a clear professional career progression path.

To demonstrate UWF best practices, motivate staff, improve morale, and create an administrative staff career ladder, the AASDC HUB recommends the following:

1. All open administrative staff positions in the Division of Academic Affairs be posted in the Human Resource PeopleAdmin 7. This allows UWF employees an opportunity to apply for administrative positions as a next step in their career plan. The following positions are included in this recommendation:
 - a. Executive Assistant, class code 9217
 - b. Executive Administrative Assistant, class code 9454
 - c. Executive Specialist, class code 0715
 - d. Senior Administrative Specialist, class code 0114 (see approved memo regarding working title classification for staff serving in offices of academic Deans)
 - e. Administrative Specialist, class code 0114
 - f. Office Administrator, class code 0705
 - g. Office Specialist, class code 0102
 - h. Word Processing Specialist, class code 0090

2. Search waivers only be approved for unusual or exceptional circumstances. The newly revised Human Resource Policy 20.00 (14.b) states that Waivers of Recruitment are to be considered only under “exceptional circumstances” and not as a rule. The policy states the following as criteria for authorizing waivers:
 - a. Voluntary or involuntary change in assignment, demotion or layoff recall.
 - b. Emergency appointments
 - c. Temporary/interim appointments
 - d. Moving an employee from one line item position to another line item position with a different position number
 - e. Internal reassignments or other circumstances when a hiring official has identified a candidate presently employed by the university who meets the qualifications for the position, and the hiring official believes that there is no need to expend University resources on recruitment.
 - f. Other exceptional circumstances.
3. Search waivers be prohibited in hiring an outside candidate (anyone not currently a UWF employee) for any of the listed administrative positions.
4. We *strongly* recommend that search waivers be prohibited in hiring the following positions for the offices of Deans and the Office of the Provost in the Division of Academic Affairs:
 - a. Executive Assistant, class code 9217
 - b. Executive Administrative Assistant, class code 9454
 - c. Executive Specialist, class code 0715
 - d. Senior Administrative Specialist, class code 0114 (working title)
 - e. Administrative Specialist, class code 0114

We understand there have been circumstances in the past when a justification for a search waiver was necessary; however, there are a limited number of “plum” administrative positions available at UWF. Ensuring that positions are advertised and not filled via the search waiver option provides advancement opportunities to these coveted positions. It assures that all qualified and talented university employees have the option to apply for and move forward in their careers.

We make these recommendations regarding search waivers to maximize the potential for growth and enhance career opportunities for all qualified staff for the Division of Academic Affairs.

We appreciate your consideration.

cc: Martha Saunders, Provost and Executive Vice President
Shelly Blake, Director of Budgets