

Department Process for Internal Faculty Job Placement

On or about June 16, 2009, all faculty positions must be posted for a minimum of two weeks on the Internal Faculty Job Placement website. Faculty will be able to access the Internal Faculty Placement site via the WSU/Jobs site www.wsujobs.com by clicking on “*Internal Faculty Postings*” located in the left side menu. Please note the site will be “live” on or about June 16, 2009. This website is designated for faculty members who have been discontinued during the 2009 budget reductions.

Only faculty members whose positions have been discontinued under program or department discontinuance are eligible to apply for positions posted on the Internal Job Placement website. Interested internal applicants will send their application materials to the department representative as outlined in the vacancy announcement.

The department will review application materials and determine if the faculty member meets or does not meet the minimum qualifications. Applicants meeting the minimum qualifications will be considered for the opening.

Below is the step-by-step process departments must follow to post a funded, vacant and approved position.

- The department requests and receives authorization to fill a vacancy through the budget office exemption process
[Freeze Guidelines](#)
 - The department completes the Internal Faculty Job Posting form and submits it electronically to the Center for Human Rights (CHR).
- Information required will include:
 - Position Summary
 - Position Minimum Qualifications
 - Specialty requirements
 - Position Exemption Request Number (must be included)
 - Department contact and application materials required
- The position is posted on the Internal Faculty Job Placement website for a minimum of two weeks and includes an opening and closing date.
- The discontinued faculty member identifies position(s) for which he or she may be qualified.

- The faculty member follows the application processes outlined in the internal faculty job notice of vacancy by submitting required application materials (vitae, etc.) prior to the closing date.
- Once the position has closed, the hiring department considers all internal applicants who meet the qualifications for the position. This may include review of application materials, interviews and work/performance history. A preference will be applied to tenured faculty members.
- Prior to initiating the interview or selection process, the department will contact Human Resource Services to verify the candidate is a faculty member whose program or department has been discontinued.
- Before finalizing the appointment of a discontinued faculty member, the department provides appropriate documentation to the Office of the Provost for review and approval. Documentation should be sent to the Vice Provost for Faculty Affairs, Frances McSweeney.
- The Provost and Executive Vice President will make the final determination on appointments for a discontinued faculty member.
- If a department is unable to find a qualified discontinued faculty member through the internal job placement process, the department must provide documentation to the Office of the Provost explaining why the discontinued candidates were not successful. This must be done before the vacancy can be posted for general recruitment.
- The Provost and Executive Vice President will make the final determination as to whether a position is approved for general recruitment.

No approved faculty vacancy will be posted for general recruitment without the Provost's written authorization.

- If the position is approved for general recruitment the department should then follow the faculty recruitment processes outlined in [BPPM 60.11](#)