

Budget Specialists Meeting
Academic Affairs
Tuesday, October 4, 2005
9:00 – 11:00
Meader Rare Book Room
Waldo Library

Attending: Michele Cole- COE, David Glen- OIE, Jewell Street- OIE, Tammy Miller-OIE, Doralee DeRyke-HCoB, Darshana Shah-CFA, Billie Blake- Haenicke Institute for Global Education, Linda Comrie-TGC, Sue Nap, CAS, Sue Brodasky-Institutional Effectiveness, Dace Copeland-EUP, Jan Callahan- CHHS, Kathy Smith-CEAS, and Nancy Dyksterhouse-COE.

Absent: Karin Carl, COA and Marilyn Rowe, CAS.

I. Welcome

Meeting was opened with a welcome from Nancy Cretsinger and an introduction of individuals in attendance. We were reminded that these meetings are open to the public.

II. Presentation by Institutional Equity Staff (OIE)

Institutional Equity discussed their role in the university. It is their purpose to be sure that vacant positions are properly staffed, fully defensible, and processed as soon as possible. Other areas they are involved in are: work place harassment, court cases, and audits.

Tammy Miller passed out and discussed the handout entitled Faculty Hiring Process Overview which discusses the reason for their involvement, what OIE needs from the office while they are searching, and proof that there was no discrimination in the hiring process and hiring procedures. Please refer to handout for specifics, particularly the last three pages which are an outline for ways we can diversify faculty.

Specific items mentioned were:

No Posts

- Not many are approved.
- Usually for staff posting more than faculty posting
- A person with skills unique to your program.
- Will approve for temporary positions.
- When faculty posting, it's usually for a research position or a grant position. A vitae must accompany the "no post".
- For any exceptions stay in touch with OIE from the beginning via e-mail.
- Submit a pool sheet even if there is only one name.

Simultaneous Postings –

- Internal and external search can be conducted at the same time, however, Nancy Cretsinger noted that such approvals are not standard and are rarely approved as Provost Delene fully supports WMU's Job Opportunity Program.
- Internal applicants must be considered first and need to only meet the minimum requirements.
- Most faculty searches are simultaneous by nature and include Grant, Research Associate, Emergency Fill and Faculty Specialist.

Intra-Departmental Move- A staff person from within your department (unit) that you wish to put in another position within the same department. Unit is defined as the group of employees under a specific functional supervisor.

Position Authorization

- PA forms are requested from the Budget office by the Department/College and sent to HR for a posting number.
- You must get “no post” approval before sending the Position Authorization to OIE.
- After PA goes to OIE, they need a copy of the advertisement used, the expected start date, the Carnegie Foundation Classification, EEO Affirmative Action Statement and the deadline for applications to be accepted.
- Posting period can be stated as “until the job is filled.”

Pool Sheet –

- Once a candidate listed on a pool sheet has been rejected, you cannot consider them a second time as a candidate for that particular position /posting.
- The shaded columns should not be taken into consideration for the job.
- Pool sheets can be re-formatted and submitted as long as the information on the new sheet is the same.

Position Interviews –

- You must ask the same questions of all applicants.
- Questions must be job related.
- An appropriate question to ask is “Is there anything that you feel would prevent you from doing the duties of this job?”
- Interviews can be subjective. Consider subjective qualifications only after qualifications are evaluated objectively..
- Applicant has the right to receive notification of the status of the position as soon as possible.
- A flyer was passed out listing Lawful and Unlawful Pre-Employment Inquiry Questions that can be used in an interview.
- An applicant is allowed to call and ask why they were rejected. Don’t get too specific with your answers.
- Affirmative Action Applicant Data Report is a voluntary form either sent out to all applicants, or complete on line via the HR Website. Applicants can mail or e-mail forms to June Clement in OIE.

Short List

Provost reviews/approves first and then forwards the copy to OIE.

Position Activity Record

- Must be signed before an offer can be extended.
- Rank candidates in the order that you would like to make an offer.
- If first individual declines, you can move to the second without going through further approval from OIE.
- Letter of offer wording must be approved by Provost before sending out letter.

Advertising – It was mentioned that we should consider having the Provost’s Office run a brief add in the Chronicle of all Faculty positions available at WMU with links to each departments for further information.

III: Discussion of Calendar- Please review the suggested lists of items to include in the Provost's deadlines calendar. Send any additions or suggestions to Jan Callahan.

IV: Discussion of Event Form – Two items will be added, flower purchases and alcoholic purchases. An alcoholic beverage form must be completed for events when alcohol is served at an event outside of WMU. Forms are submitted to Business and Finance. As a general practice, alcohol is not served before 5:00 p.m. You can do a blanket authorization form for a group of meetings. Parties without a business purpose, are personal events and not covered by the University. Nancy will make revisions and get approval of additions.

V: Other Items – There is no information regarding budget hearings because there has been no decision about carry-forwards. The University is still facing a very serious budget situation for this fiscal year.

Nothing has been mentioned about early retirement incentives for staff so far.

VI: Next Meeting - November 1st at Health and Human Services. We will take a tour of the building following the meeting. Jan will advise us of the room number.

Respectfully Submitted,

Nancy Dyksterhouse
College of Education Dean's Office