

**The University of Wisconsin System
UNCLASSIFIED PERSONNEL GUIDELINE #6**

SUBJECT: Interinstitutional Recruiting Protocol and Joint Appointments

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6.01 INTERINSTITUTIONAL RECRUITING PROTOCOL FOR UNCLASSIFIED STAFF

Before an employing unit of one institution of the UW System reaches the point of extending a formal offer of employment to an unclassified staff member in another UW System institution, the official responsible for initiating such action must first notify the appropriate vice chancellor (or UW College dean) of the other institution.

6.02 JOINT APPOINTMENTS

Prior to the establishment, modification (e.g., change in percentage time split) or termination of a joint appointment of an individual involving more than one institution of the UW System, the official responsible for initiating such an action (e.g., department chairperson, dean, director, etc.) must first notify the appropriate vice chancellor (or UW College dean) of the other institution(s) in writing of such intention and reach an understanding regarding the proposed action with the other institution(s) involved.