

**UW-Madison  
College of Engineering  
PVL Worksheet**

**CORE**

Recruitment type:  Open  Waiver (Complete page 3)

Position/PVL Type:  New  Replacement

Appointment Type:  Academic Staff  Faculty

Terminal or Renewable:  Terminal  Renewable

Position Available Date:

Assured Consideration (application deadline):

If Terminal, Appointment End Date:

Title Code Number(s):

Title Names:

Number of Positions:

Working Title:

Major Department (UDDS):

Other Appointment Departments:

Fund (101, 144, 233 etc.):

Program Code (2, 4, 6 etc.):

Project/Account (if applicable):

**SALARY/TITLE**

Pay Basis:  Annual (12 month)  Academic (9 month)

Salary (Full Time Rate) Minimum:

Salary (Full Time Rate) Maximum:

For waivers only-Fixed (Full Time Rate):

Advertise Maximum:  Yes  No

Minimum Percent:

Maximum Percent:

**CONTACTS**

Primary Contact (listed on posted PVL)

Last Name:

First Name:

Address:

Phone Number:

Release Phone Number:  Yes  No

Email Address:

Release Email Address:  Yes  No

Administrative Contact (not listed on posted PVL - for internal communications, if same as primary, indicate "same" and skip to QUALS)

Last Name:

First Name:

Address:

Phone Number:

Email Address:

### **QUALIFICATIONS**

Required Degree/s & Specialization Area/s (please specify required vs. preferred):

Minimum Number of years & type of relevant work experience, other qualifications:

### **SUPERVISORY**

Number of FTEs Supervised:

### **DUTIES**

Principal Duties:

### **CAT-A**

If new Category A position:

Who performed these duties previously and what was his/her title?

If no one, how were these duties covered?

### **REP**

*(Recruitment Efforts Plan) is only required if the salary maximum is above \$71,380.*

*If required complete **1-10**, if not required or PVL is a waiver, skip to replacement section.*

1. Search Region:  National  Regional  Local
2. Ad in Chronicle of Higher Ed:  Yes  No
3. Meetings/Conferences (List):
4. Minority Organizations/Publications (List):
5. Newspapers (List):
6. Placement Services (List):
7. Institutions/Labs/Programs (List):
8. Professional Publications (List):
9. Other Professional Contacts (Briefly Describe):
10. Other Recruitment Efforts (Briefly Describe):

### **REPLACEMENT**

If replacement, former incumbent:

Empl ID Number:

Name:

**ADDITIONAL INFORMATION REQUIRED FOR PVL WAIVERS:**

**WAIVER REASON:** (see waiver reason codes below):

**ADDITIONAL EXPLANATION:**

**LAST NAME:**

**FIRST NAME:**

**SOCIAL SECURITY NUMBER:**

**\*\*\*DO NOT SUBMIT VIA EMAIL\*\*\***

<b>WAIVER REASON CODES:</b>	
<b>A = Appointment is 25% or less</b>	<b>G = Referral Priority</b>
<b>B = Emergency Appointment</b>	<b>H = Temporary Acting Appointment</b>
<b>C = 6 week or less</b>	<b>I = Re-employed Annuitant</b>
<b>D = L.O.A. Replacement</b>	<b>K = Sole Sources</b>
<b>E = Training Completion for E-I-T(Research Assoc. Postdoctoral Fellow/Trainee after 1.5 years in training)</b>	<b>L = Spousal Hire*</b>
<b>F = Degree Completion for TA &amp; PA (TA end of semester PA less than 3 months)</b>	<b>M = Moving from FA appt. to AS and vice versa</b>
	<b>N = Other</b>
	<b>P = Position Conversion (approved by PCC)</b>

<b>WAIVER IS NOT REQUIRED for:</b>	
<b>Zero-dollar appointment</b>	<b>D61NN, D62NN, D63NN, D64NN - L/I appointment</b>
<b>Current faculty teaching in another department</b>	<b>D81BN, D81DN, D81FN – Visiting Lecturer</b>
<b>D21NN, D22NN, D23NN, D24NN - Emeritus (prior faculty only)</b>	<b>D11NN, D12NN, D13NN, D14NN - Visiting Professor</b>
<b>D31NN, D32NN, D33NN, D24NN - Military Science</b>	<b>E11BN, E11FN, E11LN – Visiting Scientist</b>
<b>D41NN, D42NN, D43NN, D44NN – Adjunct appointment if less than half time.</b>	<b>Z50NN - Teaching Supervisor</b>

**\*NOTE: Offer to spouse/partner is contingent of first hire's commencing employment.**