

POLICY

Effective Date: June 13, 2008
Approved By: Karen W. Morse, President
Executive Policy Group

Authority: [RCW 28B.35.120\(2\)](#)

Cancels: POL-U5400.10, Appendix K of Faculty Handbook

POL-U1600.01 REQUESTING AN APPOINTMENT OF OPPORTUNITY

This policy applies to the department using an appointment of opportunity for a faculty or professional staff position. This policy does not constitute a promise, real or implied, of employment at Western Washington University (WWU).

Definitions:

An Appointment of Opportunity is a process to request a waiver of normal search requirements (e.g. a competitive search process) under limited and specific conditions.

Dual Career Assistance (DCA) is a process seeking employment opportunities for a spouse/partner of a primary candidate selected by a department or an incumbent employee.

1. **Department May Consider an Appointment of Opportunity**
2. **An Appointment of Opportunity Requires Approval**

The department decides to make a direct appointment and gets approval from

- The Equal Opportunity (EO) Office
- Human Resources (HR) Office
- Dean or Vice President (as appropriate)
- Provost or President's Office (as appropriate)

The department considers this appointment before any search is opened. However, as defined in this policy, the hiring department may close/suspend an ongoing search due to the availability of a qualified individual.

3. **Appointing Authority Ensures Opportunity Appointment Meets One of Five Conditions:**

- A. The appointment is for Dual Career Assistance (DCA) and is critical to sustaining WWU's commitment to recruiting and retaining highly qualified and competitive faculty and staff and strengthens the University's capacity to meet institutional objectives, as outlined in the Strategic Plan. See [Procedures for DCA](#). The following criteria would apply for DCA:

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- The academic or administrative department advocates for a couple requesting DCA.
 - Academic appointments include: half-time, non-tenure track; full-time, non-tenure track; half-time, tenure track; or full-time, tenure track. Non-tenure track appointments can be commitments of varying lengths.
 - Non-academic appointments can be: full-time or part-time permanent appointments, or full-time or part-time limited-term appointments for terms up to one year.
 - There is an open position (or positions) available in which to accommodate the common interests of the institution and the couple seeking DCA.
Or
 - The Provost and President have approved creating a new position to utilize the qualifications and occupational interests of the primary candidate's spouse/partner. (In this case, funding from the recruiting and receiving units is often necessary.)
- B. The appointment would respond to the University's Affirmative Action (AA) Plan goal for that particular job group and enhance the University's Strategic Plan for diversity in the workforce. See [Procedures for Affirmative Action Appointments](#)
- C. The appointment would be for a faculty or staff member who is nationally and/or internationally recognized for outstanding achievement or of Exceptional Merit (EM) in her/his areas of expertise. Such individuals have qualifications that are unique and exceptional and whose potential value to the University is great. See [Procedures for Exceptional Merit Appointments](#)
- D. The appointment is for a temporary professional position that will not exceed one year. See [Procedures for Temporary Professional Appointments](#)
- E. The appointment fills an appropriate professional staff position for a sponsored or grant-funded program (SP) proposal. See [Procedures for Sponsored Program Appointments](#)