



Priority Referral Program (PRP) Details

Description

Through the Priority Referral Program (“PRP”), eligible employees who have received notice of nonrenewal due to budget or program decisions, notice of layoff, or otherwise being terminated due to budget or program decisions, are provided the right of referral priority to vacancies for which they may qualify.

This program allows affected employees an opportunity to apply for non-faculty vacancies at UW-Milwaukee (“UWM”) before the vacancies become available to the public. Affected employees will have an opportunity to apply for vacancies in which they are interested and hiring units will have the opportunity to fill vacancies through an expedited process. The PRP does not create an obligation for hiring units to hire affected employees. It creates an opportunity for hiring units to fill vacancies quickly, with employees who are familiar with UW culture and practices.

Eligibility

The PRP is designed for Academic Staff, University Staff, or Limited Appointees (without concurrent appointments) with appointments of 50 percent or greater who are being non-renewed, laid off, or terminated (this applies to limited employees only) as a result of budget or program decision.

Employees are eligible to participate in the program for three years from the notice date of nonrenewal, layoff, or termination. If the PRP is not renewed after June 30, 2025, it will continue for all employees already participating in the program for the full three years from their notice date.

Program Details

Initial Action: Eligible employees who receive notice of nonrenewal, layoff, or termination due to budget or program changes will be informed, upon written notification of their pending termination, that the Priority Referral Program exists and have the right to participate.

Employee Action: Employees must indicate their interest in the PRP by sending an email to hr-prp@uwm.edu and providing a valid email address to which daily vacancy announcements will be sent.

Options for Participants: Participants may choose to apply and join a pool of priority referral candidates for any position in which they are interested, or they may elect not to apply as a priority referral candidate. Upon notification of a recruitment from the PRP Administrator, participants have three (3) working days to apply as a priority referral candidate for that position.