



Urban League of
Greater Madison

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Patrick Sheehan
Office of Human Resources
University of Wisconsin–Madison
21 N. Park Street, Suite 5101
Madison, WI 53715

Dear Mr. Sheehan,

We are writing to request a formal review of the hiring process associated with the recent recruitment for the Athletic Director position. Several aspects of the search raise concern about whether the process adhered to UW–Madison’s established hiring policies, equal-opportunity standards, and required search-and-screen procedures.

Specifically, we are requesting clarification and documentation regarding:

1. The initial screening process, including the criteria used to determine which applicants advanced.
2. The evaluation and scoring methods, including rubrics, standardized interview questions, and any procedural guidelines provided to the search committee.
3. Whether UW System Administrative Policy 1275 and UW–Madison search procedures were fully followed.
4. Whether any conflicts of interest, procedural deviations, or irregularities occurred that may have affected the fairness of the recruitment.

Under Wisconsin Public Records Law (Wis. Stat. § 19.31–19.39), we respectfully request access to all non-exempt records related to this hiring process, including:

- Screening criteria and procedural documentation
- Interview questions, scoring rubrics, and committee member screening notes
- Finalist lists (if applicable)
- Any formal guidance issued to the search committee

We understand that certain materials such as confidential applicant identities, personal notes, or protected deliberative content may be exempt from disclosure. We request only those records that are legally accessible and appropriate for public release.

Additionally, we ask that the University to conduct a procedural review to confirm whether the search was conducted in accordance with UW–Madison policy, state law, and principles of fairness. If a qualified candidate was improperly or prematurely excluded, we request information on what corrective or remedial options may be available.

Our goal is not to challenge the University's authority, but to ensure that the hiring process reflects the transparency, equity, fairness, compassion, and integrity expected of a public institution. We appreciate your attention to this matter and look forward to your response outlining next steps and anticipated timelines.

Thank you for your time and consideration.

Sincerely,

Ruben L. Anthony Jr.
President and CEO, Urban League of Greater Madison

Kaleem Caire
Past President and CEO, Urban League of Greater Madison
Founder and CEO, One City Schools

Gloria Ladson-Billings, PhD
Professor Emerita and Past member - UW Athletic Board, University of Wisconsin-Madison

Lester Pines, Retired Attorney, Pines & Bach LLP

CC: Eric Wilcots, Lauren Bishop,