



Waiver of Recruitment (Unclassified Employees)

An exception to the University's recruitment policy allowing the department/unit to waive an open competitive search may be approved in exceptional circumstances.

Any hiring authority who wants to waive recruitment must prepare a Waiver Request Form and obtain the approval of either the Chancellor, Provost & Vice Chancellor of Academic Affairs, Vice Chancellor of Advancement, Vice Chancellor of Student Affairs, or Vice Chancellor of Administrative Services according to the department's reporting structure. **Final approval for a waiver of recruitment is given by the Director of Equal Opportunity & Access.**

1. Explain your reason for requesting a waiver of career recruitment.
2. Include a copy of the candidate's resume and job description with your request.
3. For Acting, Interim or Visiting Appointments, please include a letter of application from the candidate in addition to the other materials.

Criteria for Waiver of Recruitment Requests. A waiver of recruitment based on business necessity requires documentation of the reasons that listing the vacant position would cause the department undue hardship in meeting its goals, such as disruption of critical services or research activity. Factors should include any specific constraints that would adversely affect the successful completion of a project if recruitment were conducted. Waiver requests should address applicable issues that support the need to waive recruitment, such as:

- **Acting, Interim or Visiting Appointment:**

This applies to appointment of an individual to temporarily fill a position when the regular incumbent is expected to return (Acting) OR there is appointment of an individual to a position for which a search is to be conducted within one year (Interim) OR the appointment is for a faculty member to visit for < 2 years. Acting, Visiting or Interim appointments are generally made for a term of two years or less with an approved waiver request. If necessary, the appointment may be extended for up to an additional two years with an approved waiver.

Other Waiver Requests which will be considered on a case-by-case basis:

1. **Degree Waiver:** The appointment of an individual without the usual required academic degree to a non-tenure accruing position for one semester of a nine-month position, or six months or less of a twelve-month position. (Degree waivers are rare and require compelling rationale.)

2. **Spouse or Domestic Partner Hire:** The appointment of an individual in a dual career family or domestic partnership in order to enhance and support the recruitment, hiring and retention of a fully qualified faculty member.

3. **Time, Financial or Other Significant Constraints:** These are to be specified by the requesting unit.

4. **Special Skills Waiver**

- Associate or Assistant Head Coaches recruited concurrently with the public recruitment of a new Head Coach, consistent with the labor market practice that the recruitment of a new Head Coach often entails the de facto recruitment of a coaching team.
- Confidential Professional/Special Assistants that report directly to the Chancellor, or Vice Chancellor, where the principal distinguishing characteristic of such positions is the professional interaction between the position and the senior administrative officer.
- Reinstatement. A search waiver may be approved to reinstate an employee who separated from the university within the past 12 calendar months and who is returning to the same or substantially similar role within the same department or division. The reinstatement will be made upon recommendation of the appropriate Vice Chancellor, Dean, Department Head, and the Assistant Vice Chancellor of Human Resources.
- Named in a Contract or Grant Award: The appointment of an individual or individuals specifically named in a contract or grant award as Principal Investigator or similar role, and paid 100% from the contract or grant. (The portion of the grant which names the Principal Investigator(s) must be included with the waiver request form.)
- Extraordinary Professional Distinction: The appointment of an individual with truly outstanding achievements and significant contributions in the candidate's field. Candidate must meet all criteria for appointment for rank of full professor. Submit a CV and a letter of support from the Chancellor with the Waiver Request Form.
- Critical Hire/ "Team" Requirement: Following a competitive full national search for a position deemed critical to the overall advancement of the university by the Chancellor, a waiver may be granted for the team members who accompany the critical hire. Generally, these would be individuals deemed essential to advancing the research or other work of the critical hire. Submit a CV and a letter of support from the Chancellor with the Waiver Request Form.

5. Waivers of Recruitment **will not** be granted for the following types of positions:

- a) **Internal Promotion-** to promote an individual within the unit, department, or division where such individual serves as a next in line subordinate of the vacant position and for which no similarly situated individuals exist. These positions should be filled by internal search or Interim appointments.
- b) **Reassignment or Lateral Transfer (Non-Faculty).** A waiver to reassign an individual within a unit, department, college, school, or division (or between major units with the joint concurrence of unit Vice Chancellor or Dean) to perform a new role (whether or not such role is time-limited or continuing in nature and whether or not such role is represented by a separate budgeted position) in order to achieve operational objectives shall be coordinated through workforce planning with Human Resources. This **does not** apply in the case of a nine-month faculty member being appointed to a 12-month academic or administrative role.
- c) **Underutilized job groups.** As a general matter, positions which have a documented underutilization of women/minorities **will not** be eligible for a waiver of recruitment, as determined by review of the annual Affirmative Action Plan. Exceptions are only granted for compelling reasons, with supporting rationale/documentation.

Waiver Request Form - SUBMIT AS ATTACHMENT IN PAGEUP

DATE: Click here to enter a date.	DEPT/UNIT/SCHOOL: Click here to enter text.
Position Title: Click here to enter text.	Position Number: Click here to enter text.
Rank: Click here to enter text.	Proposed Salary: Click here to enter text.
<input type="checkbox"/> 12 month <input type="checkbox"/> 9 month <input type="checkbox"/> Per Semester <input type="checkbox"/> Temporary	
Appointment Date:	End of Appointment (if applicable):
Funding Source and Percent:	
<input type="checkbox"/> Grant _____%	Name of Grant: _____
<input type="checkbox"/> State _____%	Budget Number: _____
<input type="checkbox"/> Other _____%	Specify: _____
Position Type:	
<input type="checkbox"/> New Position	
<input type="checkbox"/> Replacement Position	
<input type="checkbox"/> Interim Position	
<input type="checkbox"/> Temporary Position	
Type of Waiver Requested	
<input type="checkbox"/> Business Necessity	
<input type="checkbox"/> Acting, Interim, or Visiting Appointment	
<input type="checkbox"/> Difficult Recruitment	
<input type="checkbox"/> Time and/or Funding Constraints	
<input type="checkbox"/> Medical Reemployment or Transfer	
<input type="checkbox"/> Training or Development Program Completion	
<input type="checkbox"/> Other Waiver Request (Please List Corresponding Number) _____	
<i>*** All request forms must be submitted with supporting documentation to include: Detailed explanation of reasons for requesting a waiver of recruitment. Also attach a copy of the candidate's letter of application, resume, and job description.</i>	
<input type="checkbox"/> Approval must be obtained through PageUp system. Attach this form and other justification materials under the "documents tab" within the PageUp system.	