

Search Waiver Primer

(formerly known as Exceptions to Open Recruitment)

Reference: Red Binder VII-1-III-B

Types of Search Waivers:

- 1) **Partner Hire** - the hire of a partner in order to initially hire or retain a Senate faculty member.
- 2) **Exceptional Opportunity** - an unusual opportunity to hire an individual who has qualifications that are so uniquely outstanding as to justify the waiver. The candidate would be on the short list of top candidates if a full search were conducted, and the individual would be highly sought after by peer institutions (*i.e. an internationally recognized leader in the field; an exceptional scholar who would make special contributions to diversity in the program or field; or a highly sought after individual who is on the market for a limited time period.*)
- 3) **President's Postdoctoral Fellowship Recipients** - the proposed hire is a current or former recipient of a UC President's or Chancellor's Postdoctoral Fellowship.

Documents required for a Search Waiver request:

- 1) Department memo, which **must address** the following:
 - Which category of waiver is being requested
 - Anticipated start date
 - The department **vote** on the request for a waiver
 - A report of the departmental discussion of **the following major issues**:
 - the candidate's **qualifications**;
 - the candidate's **programmatic fit** within the departmental academic plan
 - the **source of the FTE**
 - the **impact** of the appointment on the **departmental FTE plan**
 - how this appointment would support the department's instructional needs
- 2) Curriculum Vitae

In the case of an **Exceptional Opportunity** request an explanation why it is not possible to consider the candidate as an applicant in an open search must also be addressed.

Submit the Search Waiver request to the **Executive Vice Chancellor, via the Dean**. The review process can take 4-6 weeks, and includes the following:

Dean
Office of Academic Personnel
Committee on Academic Personnel (CAP)
Council on Planning & Budget (CPB)
Office of Equal Opportunity (OEO)
Associate Vice Chancellor
Executive Vice Chancellor (final approval)

CAP, CPB and OEO review the request in parallel.