

# COMPETITIVE SEARCH AND WAIVER PROCEDURE FOR ACADEMIC PERSONNEL

## University of Florida

The University of Florida values a diverse workforce. In accordance with state and federal law and university regulations, UF is committed to providing equal opportunity in employment through non-discriminatory open recruitment and hiring practices. Deviation from regular search procedures is therefore permitted only under special circumstances.

Generally, Academic Personnel positions are to be filled only by competitive searches unless a waiver is requested and granted. Waivers are usually not granted if the hiring authority had sufficient notice (more than 45 days) of the vacancy.

**Academic Administrative Appointments:** The preferred strategy for positions such as assistant/associate dean, department chair, director of a major program, etc., is a competitive national search. However, an internal search may be conducted for these positions and other lesser administrative positions. **No waiver is required** when there are constraints such as funding, timing, available candidates, etc. An internal search requires posting on GatorJobs for 14 days. Please contact the UF HR Recruiting Office for assistance.

**Acting, Interim or Visiting Appointment: No waiver is required** when there is appointment of an individual to temporarily fill a position and 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 there is appointment for a calendar year or less of a faculty member as visiting.

Exceptions to open recruitment may be permitted when they are in the best interests of the university, as determined by the Office of the Provost and the hiring authority, in consultation with the Office of Equal Employment Opportunity. **Please initiate a waiver request as soon as you anticipate that you may need a waiver. Last minute requests may cause delays in hiring.**

The following guidelines apply when requesting a waiver to open recruitment procedures:

- ✧ The candidate for the position must be qualified for the position.
- ✧ Each waiver must be submitted on an approved "Request for Waiver" form (available at Web site). A CV must be submitted with the waiver request.
- ✧ In determining the appropriateness of the waiver request, factors considered include, but are not limited to, the hiring department's past practices with respect to competitive hires and waivers, the representation of minorities and women in the workforce, and opportunities for internal promotions within the units.
- ✧ When hiring foreign nationals, additional information may be required.
- ✧ This procedure should generally apply to no more than 5% of all hires made by the college or unit per year.
- ✧ **No verbal or written offers should be made to the desired candidate until final approvals are granted.**

Waiver requests may be considered on a case-by-case basis in the following instances or circumstances:

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. **Instructional Necessity:** The appointment of an individual in an emergency situation (i.e., sickness, death, sudden resignation of a regular faculty member), or where filling a vacancy for a limited period. This type of waiver is contingent upon the unit starting a search process within 3 months if a permanent faculty replacement is needed.
3. **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 Co-Principal Investigators, and paid 100% from the contract or grant. (The portion of the grant which names the Principal Investigator or Co-Principal Investigators must be included with the waiver request.)
4. **Special 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.)
5. **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.
6. **Under-Representation:** The appointment of an individual who is a member of a group which is historically underrepresented in the faculty job group for which the person is being considered when another more qualified member of an underrepresented group is unlikely to apply.
7. **Critical Hire/"Team" requirement:** Following a competitive national search (or in some instances, an expedited search) for a position deemed critical to the overall advancement of the University by the Provost or Senior VP, a waiver may be granted for the team members who accompany the critical hire. Generally, this would be individuals deemed essential to advancing the research or other work of the critical hire.

Note: an expedited search requires advertising via GatorJobs for 14 days with review of all submitted application materials by a designated Search Committee. An expedited search can be authorized by the Associate Provost managing academic search and waived where there are severe time or other constraints related to the hire. Please request this procedure in advance, if needed.

# REQUEST FOR WAIVER FORM

Competitive Search for Academic Personnel

## POSITION INFORMATION

DATE: \_\_\_\_\_

Department / School / Unit: \_\_\_\_\_

College: \_\_\_\_\_

Position Title: \_\_\_\_\_ Position Number: \_\_\_\_\_

Rank: \_\_\_\_\_ Proposed Salary: \_\_\_\_\_  
Per  Academic Year  Semester/Summer

Appointment Dates: Begin \_\_\_\_\_ End \_\_\_\_\_

Full Time or Part Time: \_\_\_\_\_ FTE \_\_\_\_\_

Funding Source & Percent:  Grant \_\_\_\_\_% Name of Grant \_\_\_\_\_  
 State \_\_\_\_\_%  
 Aux \_\_\_\_\_%  
 Other \_\_\_\_\_%

Position Type:  Replacement Position  Temporarily Funded  Incremental (New) Position

## CANDIDATE INFORMATION

Name: \_\_\_\_\_

Attach current CV for candidate

Current UF Employee:  Yes  No If current, UFID \_\_\_\_\_  
Title \_\_\_\_\_ Dept. \_\_\_\_\_

## WAIVER INFORMATION (CHECK ALL THAT APPLY):

Type of Waiver  Expedited Search  Critical Hire  
 Named in Contract / Award (100%)  Degree Waiver  
 Special Professional Distinction  Internal Search Only  
 Spouse or Domestic Partner Hire  Instructional Necessity  
 Underrepresentation (ethnicity/gender) \_\_\_\_\_

Explanation of waiver type requested (attach additional information as needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requesting Dept. Chair/Hiring Authority Name:** \_\_\_\_\_

Department or Unit: \_\_\_\_\_ Date \_\_\_\_\_

## APPROVALS

Dean: Name: \_\_\_\_\_

College: \_\_\_\_\_ Date \_\_\_\_\_

Provost or Designee \_\_\_\_\_ Date \_\_\_\_\_

Send this form to: Ellen Sattler, Office of the Provost ✦ Box 113175 ✦ Fax 352-392-8735 ✦ e-mail [longka@ufl.edu](mailto:longka@ufl.edu)