3.1 Use of Waivers - Academic Hiring Manual

Last revised 1/09/2014 (details at bottom of page)

Special care must be taken by those authorized to request or approve waivers, to ensure affirmative action and to increase diversity and excellence within the academic workforce. In all cases, individuals appointed with waivers must meet the regular criteria and standards pertaining to appointment in the unit.

Occasionally a unit may need assistance from the Provost's Office to fund a waiver appointment. Questions concerning such funding or concerning approval for a continuing position which involves a waiver should be directed to the Provost. Other questions, including the appropriate use of waivers should be addressed to the Associate Provost/VP for Academic Human Resources.

Waivers of the posting and search requirements of the Academic Hiring Procedure may be used for reasons listed below. Waivers due to reasons 1 through 12 are approved by the Dean. Waivers due to reasons 13 through 18 are approved by the Associate Provost/VP for Academic Human Resources, and by the Director/Senior Advisor for Office of Inclusion and Intercultural Initiatives.

1. Appointment for less than two semesters (9 months), or appointment for a full year at 50% time or less
2. Visiting faculty/academic staff
3. Reappointment of fixed term faculty/academic staff
4. Adjunct/Clinical/On-call faculty/academic staff
5. Retired faculty/academic staff rehired on a fixed term basis
6. Research Associate appointment due to emergency or jeopardy of the grant
7. Research Associate appointment in position with highly limited availability due to specialty
8. Research Associate appointment in position with unique circumstances that limit open candidates
9. (no longer used)
10. Resident/intern/fellow selected from national pool
11. Assignment of an internal candidate to an administrative position in which the administrative duties are 50% or less of the total duties
12. (no longer used)
13. Shift from other appointment category
14. (no longer used)
15. (no longer used)
16. Appointment necessary to recruit/retain spouse/partner
   o Spouse/partner appointments are considered only when the primary spouse/partner accepts appointment.
   o Funding support is to be provided by departments/schools and colleges with the possibility of partnership support from the Office of the Provost usually provided on a non-recurring basis. Qualification requirements and funding constraints may mean that appointments cannot be arranged in all cases.
   o Spouse/partner appointment needs should be referred to the Associate Provost/VP for Academic Human Resources who shall assist in providing information about job opportunities in the University and community. The waiver policy applies only to faculty and academic staff positions.
17. Special opportunity (unique qualifications).
   o Includes occasions in which a position was posted at a lower rank (assistant professor) and an opportunity arose to recruit an outstanding candidate at a higher rank.
18. Other cases where waivers of posting/search are appropriate. Contact the Associate Provost/VP for Academic Human Resources for further assistance if planning to use a waiver not covered by reasons 1 through 17.

Last updated - 6/17/2013 - changes made to waivers 2 to become Visiting waiver, 4 to become the no pay/on-call waiver, and removal of waivers 9 and 12.

Last updated - 1/09/2014 - added fellow to waiver reason 10.