

Exception to Search Policy—Waiver of Search

WAIVER OF SEARCH: A Waiver of Search is requested when there is an identified candidate that the department wishes to appoint and a search process has not been conducted.

THIS IS AN EXCEPTION POLICY!

What are some examples of use of a Waiver of Search?

- Target of Excellence—e.g., outstanding scholar, unique contribution in teaching or mentoring, broadens research agenda of department, enhances diversity of faculty.
- Partner Appointment—faculty partner of primary faculty appointee
- Postdoctoral Fellow appointment—selected from Mitchem Fellowship
- Endowed Chair for retention purposes, the appointment of a current faculty member
- Administrative Appointment to faculty position

Criteria of Waiver?

- “Excellence”—strong evidence that candidate would emerge as one of the top candidates in a national search or that the individual has unique contributions that further the goals of excellence in the university
- Appointment required for special recruitment/retention reasons

How?

1. Dean sends request directly to Provost and Executive Director for Inclusion and Diversity via email with subject line “Search Waiver Request.”
2. Request must explain why the benefits of granting the exception strongly outweigh the University’s interest in following the usual search policy.
3. Attachments required:
 - a. Candidate’s C.V.;
 - b. Evidence of excellence demonstrated by at least two external letters or equivalent peer review.
(The same evidence may be used for the waiver request and for the eventual appointment dossier.)
4. Executive Director of Inclusion and Diversity assesses justification, evidence and impact on diversity.
5. If approved, forwarded to Provost for second assessment.
6. If approved, notification is sent to the department and to the Dean’s Office with Dossier for appointment process.

If not approved, a full search is required.

WAIVER FOR INTERNAL SEARCH: In situations where the department wishes to use an internal pool of candidates, instead of conducting an advertised national search, a Waiver for Internal Search should be requested.

How? Submit a request to Provost and Executive Director of Inclusion and Diversity via email with all supporting documentation.

- Request should come from the Dean explaining why an internal search would be preferable to a full search.
- Include the list of internal candidates who will be considered for the position.

The waiver for internal search must be submitted and approved prior to appointment. If the internal search is not granted, a full search is required.