

## SEARCH WAIVER PROCEDURE FOR ACADEMIC PERSONNEL

The University of Florida requires a broadly diverse faculty to fulfill its mission. **Broad diversity** means all aspects of individuals that contribute to a robust academic and research environment including experience, perspectives, disciplines, geographic background, childhood socio-economic background, disability, ethnicity, race, gender and other characteristics. Some aspects of broad diversity have been easily achieved, while others— including racial, in some fields gender diversity— have been elusive, and require focused outreach, capacity-building and barrier removal efforts.

In accordance with state and federal law and University regulations, UF is committed to providing equal opportunity in employment through inclusive, non-discriminatory open recruitment and hiring practices. Exceptions from full search procedures are therefore permitted only with appropriate justification and when they are in the best interests of the university, as determined by the Office of the Provost and the hiring authority, and in consultation with the Office of Institutional Equity and Diversity, as needed. **Please initiate a waiver or expedited or internal search request (Waiver Request) as soon as you anticipate a potential need. Last minute requests may cause delays in hiring. Every effort is made to process Waiver Requests within 5 to 7 working days.**

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

### **Guidelines for requesting a waiver of full recruitment procedures or an expedited or internal search:**

- ❖ The candidate for the position must be qualified for the position.
- ❖ Each request must be submitted on an approved Waiver Request Form.
- ❖ In determining the appropriateness of the request, factors considered include, but are not limited to: the special need in the particular instance; the hiring department's past practices with respect to competitive hires and waivers; whether aspects of broad diversity are missing in the discipline at UF; whether, considering their representation in the recruitment market, minorities or women are underrepresented in the department/discipline at UF, and whether with robust outreach the full search process could reasonably be expected to yield a broadly diverse qualified applicant pool; and opportunities for internal promotions within the units.
- ❖ When hiring foreign nationals, additional requirements may apply. Be sure to check with HR for the most current regulations.
- ❖ 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 any desired candidate unless and until final approvals are granted.**

### **TYPES OF WAIVERS:**

#### **I: Compensated Administrative Appointments:**

A: Assistant/associate dean, department chair, director of a major program, etc: The preferred strategy is a competitive full national search. However, a waiver of a national external search may be granted when there are constraints such as funding, timing, available candidates, etc. If this is the case, submit a Waiver Request Form and check relevant boxes. Briefly explain the circumstance/s in an attachment.

B. Compensated Administrative Title: (at FTE >15%) Even if the addition of administrative duties is limited to current employees, an approved waiver request for an internal or expedited search is required. **Addition of an administrative title at <16% FTE does not require a waiver request or approval.**

C: Uncompensated Administrative Title: A position and change in title (of any % FTE) that carries no administrative supplement, and is limited to current employees in the unit is generally viewed as a change in assignment. **No waiver request or approval is required.**

## II. Other Types:

### **A. 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), 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  $\leq 2$  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.) Submit a Waiver Request Form with the appropriate box checked. Specify the circumstances in the space provided and attach additional information as needed. See special CBA requirements on page 4 for in-unit faculty members.

**B. 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.)

**C. 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.)

**D. 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.

**E. Critical Hire/ "Team" Requirement:** Following a competitive full national search (or in some instances, expedited search) for a position deemed critical to the overall advancement of the university by the Provost or another Senior VP, 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.

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

**G. Target of Opportunity Criterion: Extraordinary Professional Distinction, and/or Outstanding Record of Conduct of Inclusion.** The **target of opportunity** policy applies to all searches and may be used in a full search without any waiver request. It is an essential tool for obtaining faculty who can especially advance priority mission-driven goals. It affords the institution flexibility to expeditiously hire mission-critical faculty who would otherwise be beyond reach or unavailable.

**The target of opportunity criterion may justify a waived search, an expedited or internal search process if:** considering as a whole all of the candidate's many qualifications and anticipated contributions to the university community, the individual not only satisfies usual high academic and intellectual standards for membership in the university's faculty in a discipline of need or interest to the institution, *but also is expected to uniquely or especially advance the university's priority mission-driven goals.*

**Extraordinary/Unique 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 Provost or relevant Vice President with the Waiver Request Form.

Seeking or appointing an individual **with an Outstanding Record of Conduct of Inclusion** in the workplace may justify an expedited or internal search or even a full-waived search. Regardless of the candidate's own race or gender, s/he has a record of including (in research, teaching, etc.) a broad diversity of people; breaking down barriers for colleagues or students; working, teaching or learning with others who are different than self in key ways; providing opportunities for students and/or colleagues to gain experience working in a multi-cultural, multi-perspective setting.

Send the completed form to: [PVFA@aa.ufl.edu](mailto:PVFA@aa.ufl.edu)

**University of Florida**  
**WAIVER REQUEST FORM: Search for Academic Personnel**

**APPOINTMENT INFORMATION**

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

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

Appointment 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

**TYPE OF WAIVER REQUESTED:**

**Fully Waived Search:** Provide the reason and explanation in the "Required Information" Section that follows on page 4.

**Expedited Search:** Appears in Careers@UF for at least 7 calendar days. Anyone may apply. Advertising on free national websites is recommended *but not required*. OPS, Post-Docs, Adjunct and Interim or Visiting staff members ARE eligible to apply. Explain why a national search is not necessary or why posting for only 14 days is desired:

**Internal Search:** Appears in Careers@UF for at least 7 calendar days. Only current permanent faculty at UF can apply (OPS, Post-Docs, Adjuncts, Interim, Courtesy or Visiting faculty are NOT eligible to apply.) Explain why only internal candidates will be considered:

In an expedited or internal search, there should be a review of all submitted applications by a designated search committee. DO NOT include Candidate Information on the Waiver Request Form.

**CANDIDATE INFORMATION FOR FULLY WAIVED SEARCH:**

Name (if needed): \_\_\_\_\_

Current University of Florida Employee:  Yes  No

If yes: University ID \_\_\_\_\_ Title \_\_\_\_\_ Dept. \_\_\_\_\_

Check all that apply and use space below to explain/justify:

- Compensated Administrative Appointment:** Please indicate below the expected % FTE of administrative duties. If 15% or less, no waiver is required. Also, indicate compensation. If admin duties are uncompensated, no waiver is required.
- Acting, Interim or Visiting** - Give the reason for the acting, interim or visiting status.  
(Note per the CBA, Visiting positions can be granted for **one year only**, and require an additional waiver request annually if needed.)  
 **If Visiting in-unit, check here to verify that faculty consultation has occurred per CBA.**
- Degree Waiver.
- Named in Contract/Award** – applies to **PI ONLY** (You must include a copy of the contract with the candidate named as PI).
- Spouse or Domestic Partner Hire** - Name the original hire and his/her department and title; and state the reason for the requested Spousal hire (retention, counter-offer, new hire?).
- Critical Hire - “Team” Requirement**, name the “Critical Hire” faculty member and explain the relationship of this candidate to the Critical Hire’s team.
- Time, Financial, Other Constraint:** Please explain the constraint (i.e.: no budget for a search, or budget was used on a previous unsuccessful search or a faculty member was terminated with very short notice and there is no time for a full search).
- Target of Opportunity: Extraordinary Professional Distinction/Unique Professional Distinction and/or Outstanding Record of Conduct of Inclusion.** Please explain and include CV and letter of support from Provost or relevant Vice President.

**Justification:**

**FOR ACTING, INTERIM OR VISITING - WHAT ACTION PLAN IS TO BE IMPLEMENTED ONCE APPOINTMENT EXPIRES:**

**APPROVALS**

Requesting Dept. Chair/Hiring Authority:

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

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

Dean's Name: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Provost: \_\_\_\_\_ Date \_\_\_\_\_

**Administrative contact:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Email address for return of approved waiver:** \_\_\_\_\_

Send this form to: [PVFA@aa.ufl.edu](mailto:PVFA@aa.ufl.edu)