

REVISED APRIL 15, 2020

Effective March 23rd, UAB implemented a strict temporary hiring suspension that applies to all faculty and staff positions (new positions and refill vacancies), including temporary/irregular and part-time positions. The full announcement can be found at <https://www.uab.edu/humanresources/home/temp-hiring-suspension>.

This document provides specific guidelines and procedures for processing faculty hiring exceptions.

New Faculty Hires Exception Requests (all categories and classifications)

All new faculty searches and hires must have an approved exception request. These requests to hire will be processed using the faculty requisition in UAB PeopleAdmin. The requisition form and approval workflows have been modified to accommodate the university's hiring exception approval process (HEAP) for 01, 02, 03 and 04 faculty hires (including Credentialed Course Instructors). Any faculty hire that is requested after March 23, 2020 is considered an exception to the hiring freeze, and therefore must be approved by the dean, Provost, and President.

PeopleAdmin Requisitions/Open Recruitments (open at the time of the Hiring Suspension)

To continue active faculty searches that were in process when the Hiring Suspension began on March 23rd, you will submit a new requisition in UAB PeopleAdmin in order to get an exception approval. This does not include searches that were in the offer or recommend for hire stage. For those hires, please see instructions for managing Hiring Proposals on pages 2 and 3 of this document. Faculty Affairs will assist you units with the process.

Credentialed Course Instructors

04 – Credentialed Course Instructors who will receive new contracts for May, Summer, and Fall terms will require an approved Hiring Exception.

04-Credentialed Course Instructors who have already signed contracts for the May, Summer and/or Fall Terms will require an exception approval.

04 -Credentialed Course Instructors who are already hired in Oracle for the current and previous terms; who will not teach during the May, Summer or Fall terms can remain active in Oracle. They do not need to be terminated.

Credentialed Course Instructor Exception Requests should be submitted using the UAB PeopleAdmin Requisition Process. Attach the necessary supporting document for the request.

04 – Adjunct Faculty

Current 04-Adjunct Faculty who are already hired/active (in Oracle) and are paid by non-recurring element(s) or otherwise, but who may not have a defined end-date for their appointment, **no exception approval is required** to retain this group of faculty. Also, you will not need to terminate their assignments/appointments in Oracle.

New 04- Adjunct Faculty hires will require an exception approval, and this exception should be submitted through the UAB PeopleAdmin Requisition Process. Instructions are included at the end of this document.

Rehire Faculty Retirees as 04 Adjunct Faculty will require 1) an approved Rehire Retiree Request approved by the Provost Office. And, 2) an 04 Faculty Hiring Exception must be submitted and approved before the appointment is finalized.

NOTE: 04 – Adjunct/Irregular Faculty Exception Requests should be submitted using the UAB PeopleAdmin Requisition. Attach the necessary supporting document for the request.

School of Medicine Faculty Hiring Exceptions

In addition to the faculty hiring exception processes outlined in other sections of this document, the School of Medicine will implement additional review and approval steps—including approval from an ad hoc committee for positions that are research-centric, clinical in nature or a hybrid of the two. Those approvals will occur outside of any process noted here. The committee’s final approval will be submitted along with the other requirements noted in this document; based on the hiring category (i.e. 01, 04) or scenario (i.e. search in final stages at time of hiring suspension). Daron Drew-Jelks is the primary points-of-contact for SOM.

Hiring Proposals in Process (Before March 23, 2020)

For now, Exception Approvals for Hiring Proposals and/or offers that were in some pending (i.e. Dean’s Office, Equity Advisor, Faculty Affairs, Extend Offer etc.) status prior to the hiring freeze will be managed as follows:

1. Department will initiate the Hiring Exception approval process--
 - a. **Complete** the current DocuSign Form. **Don't submit it, but save it as a PDF;**

- b. Use the PDF as the **cover page for any supporting documents** that you would like to include to justify the request for a Hiring Exception;
 - c. Include this packet in an email to your Dean's Office. PLEASE CONFIRM WITH YOUR DEAN'S OFFICE THAT THIS IS ACCEPTABLE.
 - d. The Subject Line should read: Faculty Hiring Exception Request -[Candidate Name]- School or College Name
2. **Dean's Office** sends the Exception Request package (including justification and supporting documents) to Provost;
 3. **Provost sends to President** for final approval
 4. **President's Office sends approval** or denial confirmation to Dean's Office contact.
 5. Once the department has the approval, please **submit the Hiring Proposal in UAB PeopleAdmin**, and ATTACH THE EXCEPTION REQUEST APPROVAL; using the specific document link in the Hiring Proposal.

Searches that were in Process; but No Hiring Proposal was in process before March 24

Exception Approvals for searches that were in process (i.e. ready to offer; recommend for hire); but there was **no pending Hiring Proposals** prior to the hiring freeze will be managed as follows:

6. Department will initiate the Hiring Exception approval process--
 - a. **Complete** the current DocuSign Form. **Don't submit it, but save it as a PDF;**
 - b. Use the PDF as the **cover page for any supporting documents** that you would like to include to justify the request for a Hiring Exception;
 - c. Include this packet in an email to your Dean's Office. PLEASE CONFIRM WITH YOUR DEAN'S OFFICE THAT THIS IS ACCEPTABLE.
 - d. The Subject Line should read: Faculty Hiring Exception Request -[Candidate Name]- School or College Name
7. **Dean's Office** sends the Exception Request package (including justification and supporting documents) to Provost;
8. **Provost sends to President** for final approval
9. **President's Office sends approval** or denial confirmation to Dean's Office contact.

Once the department has an approval, please **submit the Hiring Proposal in UAB PeopleAdmin**, and ATTACH THE EXCEPTION REQUEST APPROVAL; using the specific document link in the Hiring Proposal.

Instructor Fellow Hires

All 02 Instructor Faculty hires/appointments; including Instructor Fellows must be submitted via the UAB PeopleAdmin requisitions process. Please attach the appropriate support documentation including an appointment or offer letter; if those are available. Please contact your deans office with questions and for additional guidance.

Faculty Hires that Require Faculty Council (PNT Committee) or Prior Review

1. Searches that were in the final stages of recruitment prior to the hiring freeze (effective on March 23, 2020).
 - A. Departments may have already conducted the Prior Review or Faculty Council Review; if not, these reviews must be completed prior to approval of the Hiring Proposal for faculty candidates.
2. New faculty searches that require a Prior Review or Faculty Council Review will commence usual; including uploading a Promotion Action Summary Form to the Hiring Proposal in UAB PeopleAdmin.

Note: For all hires, in all scenarios, **supporting documentation and justification** for the hire must be attached with the exception request; to avoid delay in review and approval. This document will be updated as needed.

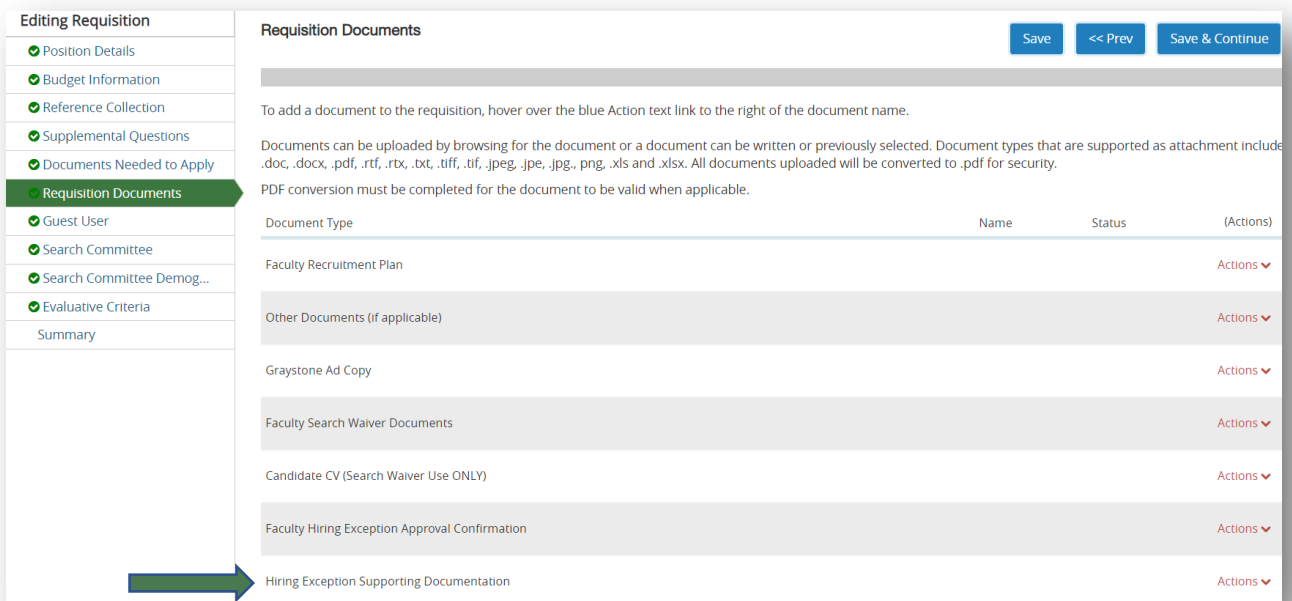
Additionally, for Hiring Proposals that were **fully approved by the Provost** at the time the Hiring Freeze was implemented **do not require a Hiring Exception**. This includes Hiring Proposals that were in a finalized state in PeopleAdmin, such as Offer Accepted, Background Check Processing, and Background Check Processing.

Instructions for Submitting Faculty Hiring Exceptions using the UAB PeopleAdmin Requisition

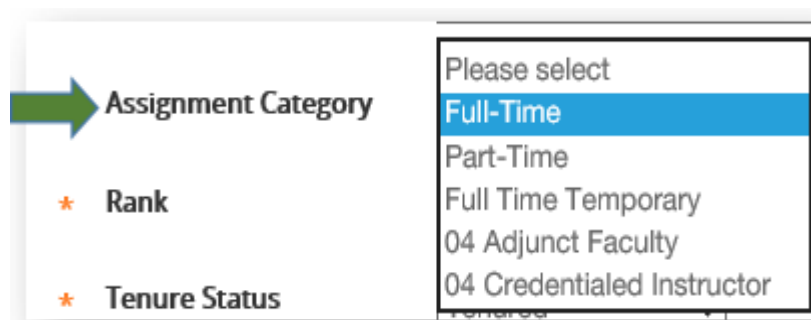
Effective, April 8, 2020, all faculty hiring exceptions will be processed using the UAB PeopleAdmin Requisitions process; including requests for exceptions for 01 (full-time regular), 03 part-time regular, 02 full-time temporary, and 04 adjunct faculty hiring exception requests. Credentialed Course Instructors (CCIs) hires will also be processed in UAB PeopleAdmin.

Steps are as follows:

1. Create the requisition in UAB PeopleAdmin.
2. Attach any supporting documentation to demonstrate need and rationale for the request for a hiring exception; using the document upload link called “Hiring Exception Supporting Documentation.”



3. Select the correct Assignment Category on the Requisition. Select Full-time, Part-time, Temporary, 04 Adjunct Faculty, or 04 Credentialed Course Instructor.



4. Choose the correct rank; selecting NA for Credentialed Course Instructors.

The screenshot shows a form titled "Position Information" with several fields. A green arrow points to the "Rank" field, which has a dropdown menu open. The dropdown menu lists various ranks, with "Professor" highlighted in blue. The other fields are: School/College (School of Medicine), Department (Anesthesiology), Title (Please select), Five-digit Position Number, Assignment Category, Tenure Status, and Payroll Status (N/A Not Applicable).

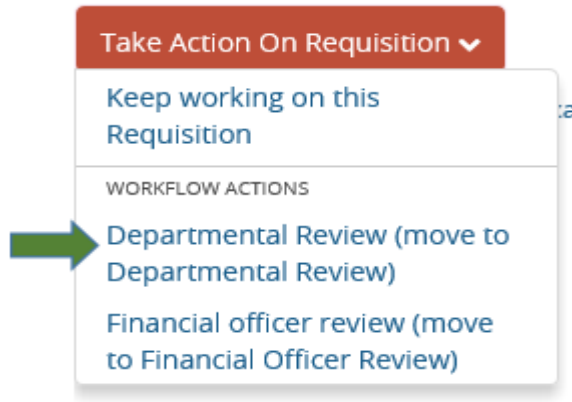
Field	Value
School/College	School of Medicine
Department	Anesthesiology
Title	Please select
Five-digit Position Number	
Assignment Category	
Rank	Professor
Tenure Status	
Payroll Status	N/A Not Applicable

5. Select the appropriate tenure status. Select N/A for 04 positions.

The screenshot shows a close-up of the "Tenure Status" field in the form. A green arrow points to the field, which has a dropdown menu open. The dropdown menu lists various tenure statuses, with "Tenured" highlighted in blue. The other fields visible are: Assignment Category, Rank, and Payroll Status (N/A Not Applicable).

Field	Value
Assignment Category	
Rank	
Tenure Status	Tenured
Payroll Status	N/A Not Applicable

6. Submit for review and approval, by moving the requisition to the next workflow step – DEPARTMENT REVIEWER
- SOM requisitions MUST include approval confirmation from the SOM Clinical/Research Review Committee.



7. Once the President has approved the requisition, the requestor will receive an email notification from UAB PeopleAdmin – uabfacultyjobs@uab.edu.