

Faculty Search Waiver - Guidelines

A diverse academic workforce supports UAB's academic mission of excellence in teaching, research, and service, and reflects our commitment to equal opportunity and nondiscrimination. Furthermore, as a federal contractor, UAB is required to provide equal employment opportunity and to identify and address underutilization of protected classes, including women, individuals from underrepresented ethnic groups, individuals with disabilities, and protected veterans in academic job groups. By conducting open searches to fill the majority of new or vacant academic positions, the University fulfills federal and state requirements, and simultaneously maintains its standing as a public university dedicated to serving the needs of an increasingly diverse state.

In rare circumstances, and on a case-by-case basis, the requirement of conducting an open search prior to review for appointment may be waived. At a minimum, individuals under consideration for appointment without conducting an open search must meet the high expectations for employment at UAB. In addition, contributions in all areas of achievement that promote equal opportunity and diversity are included as part of the consideration for approving a search waiver.

The Office of the Vice President for Diversity, Equity and Inclusion is charged with review of search waiver requests. The guidelines provided below are the basis for a decision to approve or decline a request. When submitting a search waiver request, it is important to provide a concise explanation with evidence that one of the search waiver categories applies for the proposed appointment.

A request for waiver of a search must be completed via the UAB PeopleAdmin Faculty Recruitment System., as applicable, and include all information as indicated on the waiver fields. These requests require a detailed justification including explaining why a national search is not being conducted and how this request will not adversely impact the recruitment efforts for increasing workforce diversity. Reasons for waving a national search may include a limited search type (i.e. internal, local, regional).

Waivers should be made for the minimum duration of time required; they cannot be extended nor repeated, unless specifically noted below. In limited situations as specified below, waivers of indefinite duration may be approved for a particular appointee while s/he holds a specific position.

Clarification of Terms

Search - A search is the competitive recruitment process used to identify the best qualified candidates for an academic position. A search is visible to potential applicants, provides equal opportunity to applicants, and meets federal and state job listing requirements. It is also referred to as an open recruitment.

Search Waiver - A search waiver, also referred to as a waiver of open recruitment, is formal approval to hire an individual directly into a specific academic appointment in lieu of a search or open recruitment. Defined criteria must be met to qualify for a search waiver, and the individual hired must meet the criteria for the appointment.

Search Exemption - A position is exempt from competitive recruitment when the University does not require a competitive recruitment. An exemption is based on the position and not the individual. Certain categories of appointments or transfers between academic title series may be exempt from open recruitment. When an exemption is in place, these appointments do not require formal approval for a search waiver because the appointment itself, or change in title series, is exempt from open recruitment. For all appointments exempt from open recruitment, the individual hired must meet the criteria for the appointment.

Waiver Duration - Search waivers are made for a specific duration. The duration may be a specific period of time (e.g., 12 months or one quarter/semester), or the duration can be tied to the attributes of a specific academic appointment and its renewals (e.g., title series or location/laboratory). The duration is dependent upon the circumstances and the category of search waiver, as described below. An appointment cannot continue beyond the end of the waiver duration; at that time, a search must be conducted.

Waiver of Indefinite Duration - In certain categories, the duration of a search waiver for an individual may be tied to the appointment title series or another specific attribute that may be continuous in nature. Such waivers are of indefinite duration in that there is no set, definite end date and no requirement to conduct a search at a later date. The waiver remains in effect as long as the individual meets the set criteria of the waiver and of the position held.