

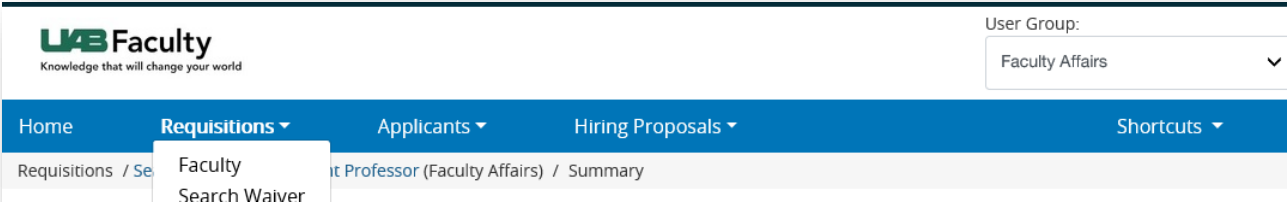
UAB FACULTY SEARCH WAIVER PROCESS

Faculty Search Waiver Process: A Guide for Department Users and Administrators

1. The Department Chair, in consultation with the Dean or the appropriate individual from that office, makes a determination that a Faculty Search Waiver may be a feasible option. The guidelines attached are designed to guide the unit’s decision-making process before requesting a Faculty Search Waiver.

Note: The Faculty Search Waiver does not replace the faculty search process required by the UAB Faculty Handbook. This waiver request should only be used in rare and extenuating circumstances.

2. Department Administrator (Search Chair/Hiring Manager) will submit a Faculty Search Waiver Requisition in UAB PeopleAdmin.
3. Click on **Requisitions**, select search waiver option from the dropdown menu;



4. Complete **ALL** Requisition fields as directed or as the fields apply to your specific request.

UAB FACULTY SEARCH WAIVER PROCESS

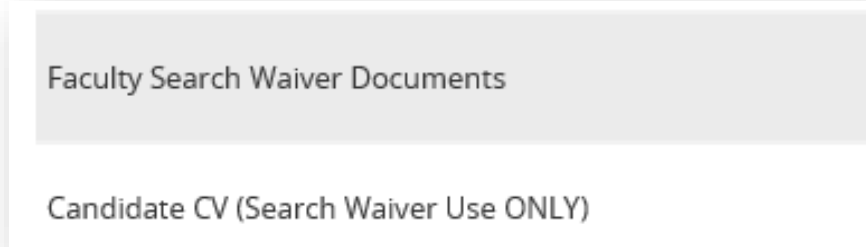
Candidate Information

Name of Person Selected for Waiver	Idris Elba
Candidate Race	Black or African American
Candidate Gender	Male
New Hire?	Yes
Promotion?	No
Lateral Transfer?	No

5. Upload/Attach Requisition Documents

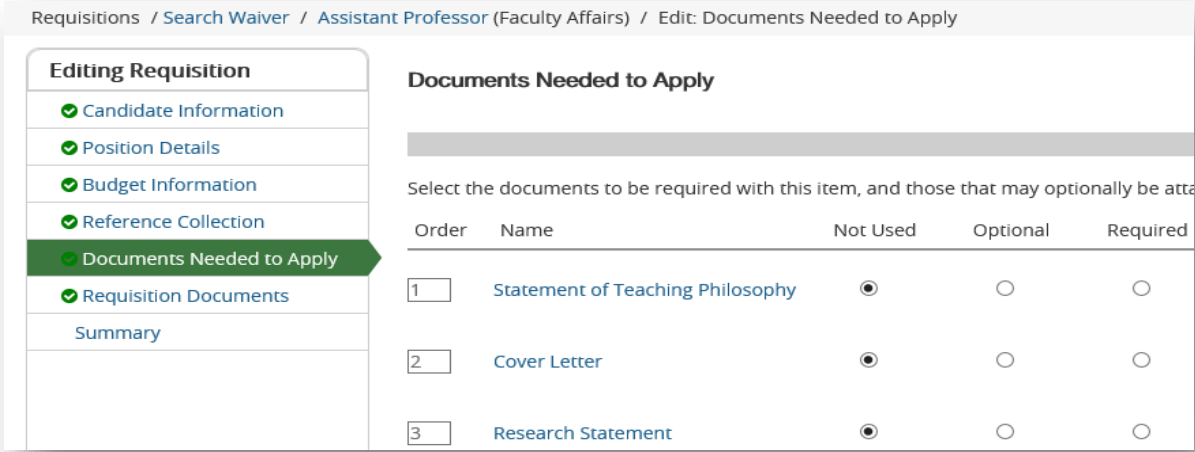
- a. Use only the two document types noted below for Faculty Search Waiver Requisitions.
- b. Faculty Search Waiver Documents may include:
 - i. Any written correspondence to request, support, or justify this faculty personnel action (Ex: letter from the Chair to Dean explaining reasons for request)
 - ii. Promotion and Tenure Summary Action Form
 - iii. Letter(s) of Recommendation;
 - iv. Recruitment and Search Documents
 - v. Initial appointment letter(s)
- c. In some cases, your school/college/library may require a written request from the Chair to the Dean. Please also attach this information to the Search Waiver Requisition.
- d. Requisitions that do not include all of the required information and attachments will be returned to the requestor.
- e. Candidate CV (Search Waiver Use Only)

UAB FACULTY SEARCH WAIVER PROCESS



6. Documents Needed to Apply

In some instances, the Search Waiver Candidate may be required to upload certain documents with their application. Ex: Statement of Teaching Philosophy or Research Statement. Select the documents that apply to your specific position.



7. The Search Waiver Requisition will contain a **Quick Link for Internal Posting**, such as <http://uab.peopleadmin.com/postings/1090>

- a. Departments will provide this link to the identified “candidate”; so that they can apply in UAB PeopleAdmin. *This step does not apply when the request is to change from NTE to TE.*
- b. Additionally, when appropriate, this link would need to be included in any internal posting (i.e. school/college/library web site).
- c. **Search Waiver Requisitions will not post to UAB Faculty Jobs (applicant portal) or to HigherEdJobs.com.**

8. Submit the Search Waiver Requisition into the workflow for review and approval.

UAB FACULTY SEARCH WAIVER PROCESS

- a. The Search Chair/Hiring Manager will submit to the Department Reviewer;
 - b. The Search Waiver Requisition then routes through the approval path (workflow) until it reaches the final approval step – Sr. Vice Provost.
 - c. An email confirmation is sent to the Search Chair/Hiring Manager (Requestor).
9. After the candidate successfully applies in **UAB PeopleAdmin**, the department will change the candidate status to **RECOMMEND FOR HIRE**.
10. Then, the department will initiate and complete a **HIRING PROPOSAL** for the CANDIDATE using the same procedures in UAB PeopleAdmin that is used for all other faculty hires.
11. The Hiring Proposal is submitted into the workflow review and approval.

OFFER AND APPOINTMENT LETTERS IN THE SEARCH WAIVER PROCESS

The department is responsible for providing the candidate with the appropriate appointment letter. See the Provost/Faculty Web site for faculty appointment letter templates. Click [here for templates on the Provost Web site](#).

WHEN TENURE IS AWARDED FOR A SEARCH WAIVER HIRE

The department is responsible for adhering to all college, school, UAB libraries, and university guidelines with regard to review and evaluation for awarding tenure, rank, and credentialing.

12. When the candidate accepts the position, the department moves the Hiring Proposal to OFFER ACCEPTED.
13. Department will proceed with processing the Phase II of the Faculty Recruitment & Appointment Process – the appointment for the candidate by completing an ACT Document, Faculty Data Form, Onboarding, etc.

UAB FACULTY SEARCH WAIVER PROCESS

NOTE: The following are sample REASONS/CATEGORIES for Faculty Search Waiver Requests. If you are uncertain about which option to choose, please consult with your Dean's Office.

Reason for Waiver Request	Special Emergency Need (i.e. teaching, clinical)
	Please select
Department Inform	Special Emergency Need (i.e. teaching, clinical)
	Change in Organizational Structure
	Interdepartmental Promotion (waiver of posting)
	Spouse or Domestic Partner Hire
	Visiting Faculty (02 Full-Time Temporary) Appointment-Extend beyond 2 years
	Candidate Identified in a Grant Award or Contract
Campus Phone	Postdoctoral-extenuating circumstances
	Position requires unusual or specialized skills, training, or education