

Search Waiver Request Form

Date of Request:

CONTACT INFORMATION

Contact Name: School: Department:

CANDIDATE INFORMATION

Name: Email: Series: Rank/Level: Comp Plan Member: ☐ Yes ☐ NoSearch Waiver Effective Date: For **Specialist** or **Professional Research** series only:Will the candidate provide direct supervision of 2 or more employees (e.g. directs work; approves time off; manages performance)? ☐ Yes ☐ NoIf you selected **YES** above, you **MUST** complete the **Supervisory Duties Checklist & preliminary questionnaire** found [here](#) (if it hasn't already been completed), and email both documents to your Academic Recruitment Specialist.

Please contact your Shared Services Academic Manager if you have any questions.

CRITERIA AND JUSTIFICATION FOR SEARCH WAIVER

A search waiver may only be granted if the employee meets one of the criteria listed*. For definitions of search waiver criteria, see [page 2](#). Please check off the appropriate criterion below:

Employee Type:

Search Waiver Criteria + Duration (**check only 1**):

| | |
|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Non-Senate Faculty & Non-Faculty Academics | <input type="checkbox"/> Unforeseen, Urgent Patient Care Need (indefinite duration) |
| | <input type="checkbox"/> Continuation of Training (up to 2 years); Includes K-awards (duration of award) |
| | <input type="checkbox"/> PI/Co-PI/Leadership Status (indefinite duration) |
| | <input type="checkbox"/> Spousal/Partner Hire (indefinite duration) |
| Senate Faculty | <input type="checkbox"/> President's and Chancellor's Postdoctoral Fellowship Recipients |

*For employees who meet criteria for expedited search (e.g. searched by a UCSF affiliate, member of a research or team, or candidate for "target of excellence") follow the expedited search process found here: <http://tiny.ucsf.edu/searchandwaiverpolicy>.**Justification for Selected Criteria (Required):** (Please list position duties for all waiver requests; include supervisory duties. For "PI/Co-PI/Leadership Status," list name of the grant, grant #, and funding agency. For "Continuation of Training" include duration of training program/fellowship, or K award.)

Academic Search Waiver Request Form

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Non-Senate Faculty & Non-Faculty Academics

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Department Approval

| | | |
|------------------|------------|-------|
| Department Chair | Signature: | Date: |
|------------------|------------|-------|

FOR ACADEMIC AFFAIRS USE ONLY

- ☐ Internal Hire: Employee is changing from one academic series to another, in which the proposed series was included in the employee's original search, or in which the change in series type does not require a search. The search waiver will be of indefinite duration.

Original Search Number:

YOUR ACADEMIC RECRUITMENT SPECIALIST WILL OBTAIN FINAL APPROVAL FROM OFFICE OF DIVERSITY AND OUTREACH VIA AP RECRUIT.

Criteria for Search Waivers: A waiver may only be granted if one of the following criteria is met:

NON-SENATE FACULTY AND NON-FACULTY ACADEMICS

- Urgent Patient Care Need:** The appointment would alleviate a critical, unforeseen, and ongoing need in a specific area of patient care. An approved search waiver for urgent patient care need can be of indefinite duration.
- Spousal/ Partner Hire:** The successful recruitment or retention of a senate faculty member or a member of the senior management group (SMG) is ultimately dependent on an academic appointment for his or her spouse/partner. A spouse/ partner hire into a campus appointment is not an entitlement. Every spouse/partner hire must meet the qualifications and standard of excellence for the appropriate appointment. A spouse/partner hire is contingent on ultimate employment or retention of the associated individual. A spousal/partner search waiver can be of indefinite duration.
- Continuation of Training:** The candidate is a trainee of the campus (e.g., undergraduate or graduate student, postdoctoral scholar, fellow) who remains for a short period of time to complete a research project begun while in student or trainee status, or for a trainee who is hired by the campus to complete a clinical training program. Continuation of training search waivers are made for a limited period of time, not to exceed 2 years. Individuals on K training awards may apply for a search waiver under this criterion, however the duration of the waiver will be limited to the duration of the award.

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Non-Senate Faculty & Non-Faculty Academics

4. **PI/Co-PI/Leadership Status:** The candidate will be paid 50% time or more of their total effort from extramural funds awarded to the candidate and for which the candidate is named as PI/Co-PI, or holds an equivalent leadership role on a non-federal extramural fund (e.g. lead investigator on a clinical trial). A search waiver based on PI/Co-PI/leadership status may be of indefinite duration; however, appointments can be made for a shorter period of time. This criterion does not apply to K-awards; see number 3 "Continuation of Training," for K-awards.

SENATE FACULTY

1. **President's and Chancellor's Postdoctoral Fellowship Recipients:** A search waiver may be considered if the candidate is a current or former recipient of a UC President's or Chancellor's Postdoctoral Fellowship. These UC postdoctoral fellowship programs support

outstanding scholars in all fields whose research, teaching, and service will contribute to diversity and equal opportunity at UC. Fellows also have undergone a rigorous review and selection process conducted by campus faculty. A list of current and former fellows is available at <http://ppfp.ucop.edu/info/fellowship-recipients/index.html>. This search waiver is of indefinite duration.