UTHealth Faculty Search Waiver Request

School/Unit: _______________________________  Dept.: _______________________________  Date: _______________________________

Title: _______________________________  Tenure-track □  Non-tenure track □

Candidate: _______________________________  Estimated StartDate: _______________________________  End Date (Temporary Term): _______________________________

Instructions

1) Department submits waiver and justification letter for approval to Dean's Office
2) Except for promotions, upon obtaining approval from the Dean's office, Department sends the following link to the candidate: [https://www.uth.edu/careers/index.htm](https://www.uth.edu/careers/index.htm). Candidate will click on Faculty Careers, scroll to the bottom, click on "go to profile", create a profile and attach their CV.
3) Once the Department obtains confirmation from the candidate that the profile has been created and the CV attached, Department will submit the requisition, this approved waiver form, the letter of justification and CV for promotions only, as attachments to Taleo.
4) Human Resources will attach the candidate's profile to the requisition and submit to EVP & CAO for review and approval.
5) Upon EVP & CAO approval, Department creates the offer.

Reason for Waiver

- [ ] Non-Benefits Eligible Faculty (includes rehired retired faculty) A Faculty member who is not eligible for benefits because of their part-time or casual status
- [ ] Current or Former Fellow/Resident/Graduate Student
  - Hired into permanent Faculty position and the UTHealth relationship ended no more than 1 year before date of hire
- [ ] Current Fellow or Former Residents-Temporary Hire
  - Hired into a temporary Faculty position for the duration of their training (Lecturer, Instructor, NTC for a clinical fellow or resident)
- [ ] Promotion to a Benefits Eligible Faculty Position within the Same Department
  - General A&P/Classified Staff/Postdoctoral Research Fellow/Part-time (without benefits) or Casual Faculty
- [ ] Negotiated Hires in a Faculty Recruitment Package
  - Includes spouse/partner and/or laboratory personnel appointed with graduate student, postdoctoral research fellow or faculty titles in circumstances where it is necessary to recruit a successful candidate as determined by the standard competitive search
- [ ] Emergency Appointment
  - Department performance may be impaired because of vacant position
- [ ] Presidential Waiver
  - May be granted on rare occasions with appropriate justification to the President, upon review and approval by the Associate Vice President for UTHealth Faculty Affairs & Development

Form Completed By: _______________________________  Email Address: _______________________________  Phone: _______________________________

Signatures & Approval

To be completed by Department Chair

Name: _______________________________  □ Approved  □ Denied  Date: _______________________________

Signature: _______________________________

To be completed by Dean of School:

Name: _______________________________  □  □

Signature: _______________________________

To be completed by EVP & CAO:

Name: _______________________________  □  □

Signature: _______________________________