

UTHealth Faculty Search Waiver Request



School/Unit: _____ Dept: _____ Date: _____
Title: _____ Tenure-track Non-tenure track
Candidate: _____ Estimated Start Date: _____ 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>. 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

- | | |
|---|---|
| <input type="checkbox"/> 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 | <input type="checkbox"/> 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 |
| <input type="checkbox"/> Current or Former Fellow/Resident/Graduate Student Hired into <u>permanent</u> Faculty position and the UTHealth relationship ended no more than 1 year before date of hire | <input type="checkbox"/> Emergency Appointment Department performance may be impaired because of vacant position |
| <input type="checkbox"/> Current Fellow or Former Residents-Temporary Hire Hired into a <u>temporary</u> Faculty position for the duration of their training (Lecturer, Instructor, NTC for a clinical fellow or resident) | <input type="checkbox"/> 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 |
| <input type="checkbox"/> 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 | |

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: _____

Approved Denied Date: _____

Signature: _____

To be completed by EVP & CAO:

Name: _____

Approved Denied Date: _____

Signature: _____