

UTHealth General A&P Search Waiver Request

School/Unit: _____ Dept: _____ Date: _____

Title: _____ 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 candidate: <https://www.uth.edu/hr/uthealth-careers>. Candidate will 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, 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 & CAP for review and approval.
5. Upon EVP & CAO approval, the Department creates the offer.

Reason for Waiver

Non-Benefits Eligible General A&P Position
(includes rehired retired faculty) A position that is not eligible for benefits because of their part-time or casual status

Current or Former Fellow/Resident/Graduate Student Hired into a regular General A&P Position (e.g., Staff Physician/Staff Dentist/Staff Educator/Staff Scientist/Visiting Scientist) **and** the UTHealth Relationship ended no more than 1 year before date of hire.

Current Fellow/Resident – Temporary Hire
Hired into a temporary General A&P title for the duration of their training.

Promotion to a Benefits Eligible General A&P Position within the same Department
Classified staff member/Post Doctoral Research Fellow/Part-Time (without benefits) or Casual.

Negotiated Hires in a Faculty Recruitment Package
Includes spouse/partner and/or laboratory personnel appointed with graduate student, post Doctoral Research Fellow, General A&P 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: _____ Approved Denied Date _____
Signature: _____

To be completed by EVP & CAO

Name: _____ Approved Denied Date _____
Signature: _____