

UTHealth Houston Faculty Search Waiver Request

School/Unit: _____ Dept: _____ Date: _____

Title: _____ Tenure-track Non-tenure track

Candidate: _____ EstimatedStartDate: _____ 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

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| <p><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</p> <p><input type="checkbox"/> Current or Former Fellow/Resident/Graduate Student Hired into a <u>permanent</u> Faculty position and UTHealth Houston relationship ended no more than 1 year before date of hire</p> <p><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)</p> <p><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</p> | <p><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</p> <p><input type="checkbox"/> Emergency Appointment
Department performance may be impaired because of vacant position</p> <p><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</p> |
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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: _____