

UTHealth Houston General A&P Search Waiver Request

School/Unit: _____
 Title: _____

Dept: _____
 Candidate: _____

Date: _____

Estimated Start Date: _____

End Date (Temporary Term): _____

Instructions

1. Department submits waiver and justification letter for approval to Dean's Office.
2. Except for internals, upon obtaining approval from the Dean's office, Department sends the following link to candidate: <https://www.uth.edu/hr/uthealth-careers>. 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, letter of justification and CV for internals 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 Houston 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: _____
 Signature: _____

Approved Denied

Date: _____

To be completed by Dean of School

Name: _____
 Signature: _____

Approved Denied

Date: _____

To be completed by EVP & CAO

Name: _____
 Signature: _____

Approved Denied

Date: _____