

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 internals, upon obtaining approval from the Dean's office, Department sends the following link to candidate: [Candidate Profile Link](#). Candidate will 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 Senior Vice President (SVP), Academic & Faculty Affairs for review and approval.
- 5) Upon SVP, Academic & Faculty Affairs 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 a permanent Faculty position **and** UTHealth Houston 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.

Unfulfilled Search May be granted after a 12-month unsuccessful search.

Presidential Waiver May be granted on rare occasions with appropriate justification to the President, upon review and approval by the Senior Vice President of Academic and Faculty Affairs.

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 SVP, Academic & Faculty Affairs:

Name: _____

Signature: _____

Approved Denied

Date: _____