

# 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: [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, 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 Senior Vice President (SVP), Academic & Faculty Affairs for review and approval.
5. Upon SVP, Academic & Faculty Affairs 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 Senior Vice President of Academic and Faculty Affairs.

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 SVP, Academic & Faculty Affairs

Name: \_\_\_\_\_  Approved  Denied Date \_\_\_\_\_  
 Signature: \_\_\_\_\_