This user guide is a supplement to the [AP Recruit User Guide](). For more detailed information on the steps, please refer to the AP Recruit User Guide

What You Need to Know Before You Start

Search Waivers

An open and affirmative action search process is required to fill any vacant academic position covered under Guideline One or Guideline Two. In certain instances, however, a full and open search is not required. Generally, the person is being hired because of their skills, as a spouse to someone already recruited through an open recruitment, as a PI with their own salary funding, as a remarkable individual (Nobel Laureate), as an urgent need fill, or as a UC Presidential Post Doc Fellow. The Vice Provost for Academic Personnel (VPAP) will grant waivers of normal search procedures, in whole or in part, in cases of bona fide emergencies and other special circumstances such as in Target of Excellence (TOE) faculty hires, spousal hires, or the Eminent Scholars Program.

After a review by the Department Chair/Equivalent, by the Dean/Equivalent, the request for such an exemption must be submitted to the VPAP for approval. The request must include evidence of the nature of the need for the waiver and other required supporting documentation. The workflow is managed within AP Recruit.

AP Recruit lets analysts create search waivers, providing a variety of information. Analysts are then able to submit the waiver request for approval (much like search plans/search reports/etc.). Afterwards, a "final authority" can approve or decline the request.

Policies and Guidelines

Waivers will only be approved in certain circumstances. Search waivers that do not comply with the guidelines will not be approved.

For more information on academic search and search waiver requirements, please refer to the UCR Academic Search and Search Waiver Guidelines ([link]()), Affirmative Action Recruitment Guidelines for Academic Positions ([link]()), UCR Target of Excellence (TOE) Program ([link]()), and Eminent Scholar Program ([link]()).

For **policy** questions or assistance, please send an email to [academicpersonnel@ucr.edu]() and [affirmativeaction@ucr.edu](). For AP Recruit questions or assistance, please send an email to [aprecruit@ucr.edu]().

THE SEARCH WAIVER CHECKLIST

Step 1: Enter and Create a Search Waiver

a. Click **Waivers** in the top menu bar

b. Click the button, **Create New Search Waiver**

Step 2: Enter Search Waiver Details

a. Gather all necessary information to process the waiver request. The following is a list of the data fields needed to process a waiver request. *NOTE: "*" denotes a mandatory field.*

POSITION INFORMATION	DESCRIPTION
Position Working Title*	This is the name of the waiver in the system. This field cannot be blank.
Home Department*	This department will manage the waiver process. This field cannot be blank.
Academic Year*	This is the year that the waiver request was initiated and is required in order to begin the waiver request. This field cannot be blank.
Position Duties*	Describe the duties of the position, along with any associated areas of responsibility. This field is required before submitting the waiver for approval.
Affirmative Action Goal	Identify the affirmative action goal for the title series in the campus academic affirmative action plan by indicating which groups are underutilized on the campus for the specific job grouping. **SELECT NONE**.

CANDIDATE INFORMATION	DESCRIPTION
Candidate Name*	Place the name of the candidate in this field. This field is required before submitting the waiver for approval.
Curriculum vitae (CV)*	Browse and upload the candidate's CV. This field is required before submitting the waiver for approval.
Candidate currently employed by the university?*	Select "Yes" if the candidate is currently employed by the university. Select No if they are not. This field is required before submitting the waiver for approval.
Current Employee ID*	If "Yes" currently employed, provide the employee ID. This field is required before submitting the waiver for approval.
Effective date of initial appointment to current position*	If "Yes" currently employed, enter the effective date of the appointment. This field is required before submitting the waiver for approval.
Current Appointment Department*	If "Yes" currently employed, select the department. This field cannot be blank.
Title, Step, Percent Time, Current Appointment Start Date and End Date	If "Yes" currently employed, supply this information about the current appointment.
Candidate Qualifications*	Discuss the qualifications required to successfully fill the position, and how the candidate meets those qualifications.

APPOINTMENT INFORMATION	DESCRIPTION
Proposed Appointment*	Only add the appointments for which the search waiver is being requested. Appointments that do not require a search waiver should not be added. This field is required before submitting the waiver for approval.
Department*	Select department to which the candidate will be appointed. This field cannot be blank.
Title*	Select one title code from the list. This field cannot be blank.
Step	Select a step from the list.
Percent Time*	Enter the percent of time for this appointment.
Proposed Appointment Start Date	Enter the start date for this appointment.
Proposed Appointment End Date	Enter the end date for this appointment.
Add Another Appointment	Use this link to add another appointment.

JUSTIFICATION INFORMATION	DESCRIPTION
Category: Categorize the type of waiver by selecting from the corresponding menu.	
Search Waiver Type*	The choices are divided by Senate Faculty vs. Non Senate Faculty and Other Academics. Choose "Other" if an option doesn't appear in the menu and explain using the free text field.
Search Waiver Category*	The choices are divided by Senate Faculty vs. Non Senate Faculty and Other Academics. Choose "Other" if an option doesn't appear in the menu and explain using the free text field.
Justification Narrative*	Provide a narrative explanation detailing the reasons for the search waiver, and include details about why it is not possible to conduct an open search for the position. This field is required before submitting the waiver for approval.
Waiver Duration: How long is the waiver valid?	
Expiration Type*	Select an appropriate expiration type based on whether the waiver will be Time-limited (temporary) or Permanent. Refer to the search waiver guidelines for more information about which types of waivers qualify for each expiration type.
Effective Date*	Type a date or use the date selector. Note: The appointment may not start before the waiver effective date. This field is required before submitting the waiver for approval.
Expiration Date*	For Time-limited types, type an expiration date or use the date selector. Note: If the appointment continues after the waiver expires, a new waiver will be required. This field is required before submitting the waiver for approval.

Note: The fields for grant information display only when the category is Non Senate Faculty and Other Academics PI/Co-PI/Leadership Status.

GRANT INFORMATION	DESCRIPTION
Funding agency	Add the name of the grant funding agency.
Grant number	Add the grant number.
Salary from grant	Add the salary that was awarded from the grant.
Percent time working on grant	Add the % time the candidate worked on the grant.
Grant documentation	Add the grant documentation. The uploaded files will be appended to the PDF and visible to the approvers. Files must be uploaded as .pdf, .txt, or images.

PREVIOUS WAIVER INFORMATION	DESCRIPTION
Add previous waiver	Provide all information pertaining to previous waiver(s) for the candidate or the position. If there is any paper documentation of a waiver, it must be scanned and uploaded to the waiver history documentation field. The information appears on the waiver PDF with any uploaded documentation appended.
Search waiver request (SRW) or other reference number.	If the waiver had been entered into the Recruit system, include the waiver's reference number (ex: SWR00001). Otherwise, provide an alternate identifying number to help with tracking.
Candidate name	Place the name of the candidate in this field.
Position	Include the position or working title.
Department	This is the department the candidate was waived into.
Search waiver category	Select from the drop-down menu (Senate, Non-Senate, or Other).
Was the waiver approved?	Select "Yes" or "No" from the dropdown list.
Effective date	Enter the effective date of the previous waiver in this field.
Expiration date	Enter the expiration date of the previous waiver in this field.

DOCUMENTATION SECTION	DESCRIPTION
Supporting Documents	Browse and upload one or more additional documents that helps supports the waiver request with evidence. The uploaded files will be appended to the PDF and visible to the approvers. Files must be uploaded as .pdf, .txt, or images. Refer to waiver guidelines for required supporting documents. TOE: All Others:
Description of uploaded file	Provide a short description of the supporting document.
Comment	If needed, leave a comment about the document.

TOOLS SECTION	DESCRIPTION
Activity log	All users with access to the waiver may see this tracker, showing exactly when certain steps of the waiver process were completed and who was involved.
Delete waiver	In the event that a search waiver was created in error, analysts can delete their search waiver. Waivers can be deleted by analysts only if it has not already been submitted for approval. Once it has been submitted for approval, only a Recruit administrator is able to delete the waiver. Waivers cannot be undeleted, even by administrators.

Step 3: Submit the Search Waiver for Approval

Steps in the Process
Click **Submit Waiver** for approval after you provide all the necessary information for a Search Waiver.

DRAFT When the search waiver is ready, submit it for approval

The *status* of a waiver is found at the top of its screen, marked by Draft, Pending, Approved, or Declined icons.
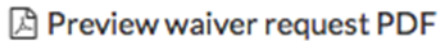- Draft: The waiver hasn't been submitted for approval.
- Pending: The waiver has been submitted and is pending approval(s).
- Pending Final Decision: The waiver has been approved and is ready for the final decision.
- Approved: The waiver has been approved by all approvers on the workflow.
- Declined: The waiver has been declined by the final authority

If the waiver is *incomplete*, a checklist appears. Follow the corresponding "Add Now" links to reach the missing data fields and provide the missing information.

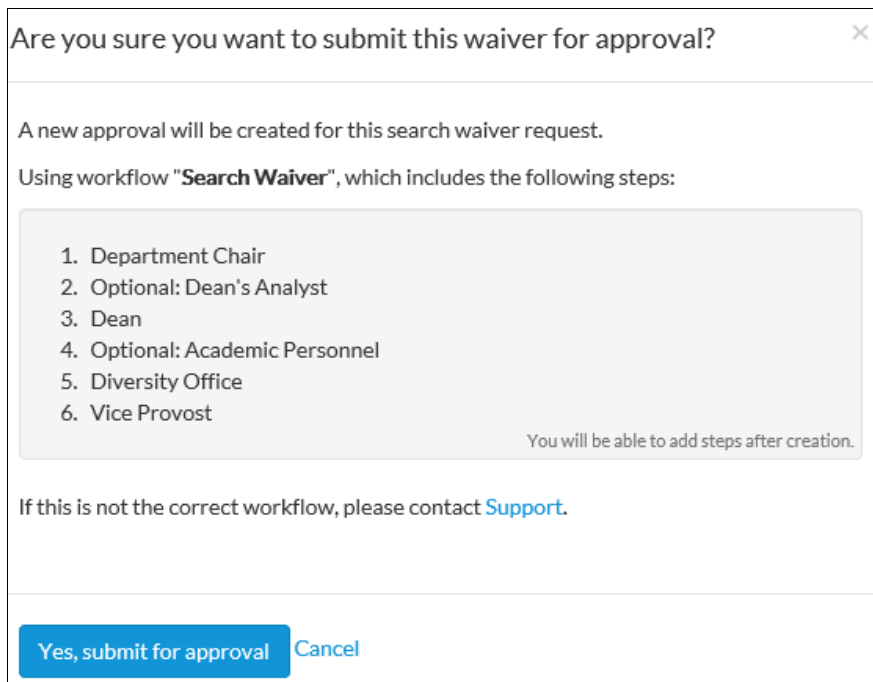● Candidate name must be provided ● Add now

The **Preview** waiver request button is available any time a new waiver is created and it opens the most recent version of the search waiver in a PDF. The "Draft" watermark diagonally showing across the document disappears once all approvers have voted.

📄 Preview waiver request PDF

An *approval workflow* has been created by the Recruit Administrator from APO (see Figure 1).

- If you do not see an approval workflow (see Figure 1), contact support at aprecruit@ucr.edu with the subject line: Request for Approval Workflow".
- At UCR, the approval workflow is pre-defined. If the approval workflow is incorrect, click on "Cancel", do not submit for approval, and contact support at aprecruit@ucr.edu with the subject line: "Request for Correction on Approval Workflow". You may submit the plan for approval after the workflow has been corrected.
- If the approval workflow is accurate, click on "Yes, Submit for Approval". As with all approvals, a name must be specified for each step, or the approval workflow will stall.
In most cases, the system automatically takes care of this. For example, the Diversity Office may already be pre-populated with a person's name and maybe two (the second name is an alternate). For any step that is not labeled with a person's name, click the link, "Specify person" and add the person (see Figure 2).

Are you sure you want to submit this waiver for approval?   ✕

A new approval will be created for this search waiver request.

Using workflow "**Search Waiver**", which includes the following steps:

1. Department Chair
2. Optional: Dean's Analyst
3. Dean
4. Optional: Academic Personnel
5. Diversity Office
6. Vice Provost

You will be able to add steps after creation.

If this is not the correct workflow, please contact Support.

[Yes, submit for approval]   Cancel

Figure 1 – Approval Workflow (Sample Only)

Approval request

📄 Download waiver request PDF | ☑ Approve waiver request as academic personnel

▼ Approvers – 1/4 required have approved | ✉ Notify approvers

	Step		Person	
👍	Department Chair Remove	Required	Teresa Buchanan <buchanan@ucr.edu> 👤 Proxy	
➡	**Dean** Remove	**Required**	**Deborah Deas <debdeas@ucr.edu>** John Doe, Assistant Professor (SWR00024) ⊗ Remove 👤 Proxy	👤 Add alternate appro
	Academic Personnel Remove	Optional	Antonette Toney <atoney@ucr.edu> recruit 👤 Proxy Sara Umali <sarau@ucr.edu> recruit 👤 Proxy Katina Napper <katinan@ucr.edu> recruit 👤 Proxy	👤 Add alternate appro
	Diversity Office Remove	Required	Brittnee Meitzenheimer <bmeit001@ucr.edu> recruit 👤 Proxy Nicole Butts <nicolebt@ucr.edu> recruit 👤 Proxy Tina Curry <tinacu@ucr.edu> recruit 👤 Proxy Monique Guerra <mguer017@ucr.edu> recruit 👤 Proxy	👤 Add alternate appro
	Vice Provost Remove	Required	Ameae Walker <ameaew@ucr.edu> recruit 👤 Proxy	👤 Add alternate appro

➕ Add step   ⤫ Reorder steps

Submitted for approval Jul 26, 2016 at 8:53am by Jami H

Comments – 1 💬 Add a comment

Figure 2 – Role Assignments (Sample Only)

General Information

- Waiver approvals work similarly to the other types of approvals in Recruit.
- Approvers named in the workflow receive notification emails.
- Approvers may download the PDF, look it over, and leave a comment if they find deficient areas.
- PDFs are "live updating." This means that any changes made to the PDF while it is under review takes place in real time.
- If all approvers have approved the waiver, Recruit creates a snapshot the document for the electronic record.

## Step 4: Record Outcome

The Waiver Conclusion

This section is where the analyst will add hiring outcome information and mark a waiver as Concluded to indicate that the waiver is done. This provides the central offices (admins) with the information they need for reporting (hire status and employee ID). Concluding a waiver indicates that the entire waiver process is complete.

APPROVALS

Approval request
Central office
Final decision
Conclusion

To conclude the waiver, click on the button "Conclude waiver" and confirm the selection within the popup.
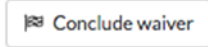
⚑ Conclude waiver

Concluded waivers can be reopened, which will make them visible by default on the waivers grid as well as approver queues.

SEARCH WAIVER APPROVAL & NOTIFICATION GUIDELINES

AP Recruit sends automated (system-generated) email notifications to approvers. Approvers will not be notified twice for the same request. The department analyst in charge of the recruitment monitors approvals in progress and comments. Remember to follow the sequence of the approval workflow.

Approver's emails include a direct link to the approval screen where they may download the Search Waiver, comment, and approve. For more information refer to Approver's User Guide (link).

Communicating with Approvers

Add a comment: Permanently attach a comment to this waiver request. Approvers will see your comment when they log in. To ensure that an approver sees the comment, use the Notify Approvers link (see information below).

Notify approvers: To send a message to approvers, click Notify Approvers and enter the message. The message will be sent via email to the specified approvers, and saved as a comment.

Automatic Approver Emails**:** At each step, Recruit sends email to approvers that their approval is needed and the submitter (analyst) receives a copy.
- The email includes a direct link to the approval screen where approvers may download the PDF, comment, and approve.
- As soon as Recruit detects an approval, the next in line is notified.
- After the last step approves, Recruit sends a notification to the submitter (analyst) with next steps to take.
- Approvers may choose to opt out of email notifications.

Final Authority / Final Decision

The very last required person in the workflow is the Final Authority and will ultimately make the final decision on the search waiver request.
The final authority has the ability to approve the search waiver or decline it. They are the only approver who has both action buttons:

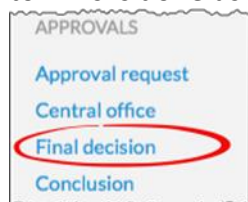| ☑ Approve search waiver request	⊖ Decline search waiver request

Even if all previous approvers approved the waiver, the final authority can override the decision with a decline.

Final authorities are the only approvers who may revisit their vote and may reverse it if they want to. This is done using the menu item, Final decision.

Using the menu item, Final decision, final authorities may use the text box provided to leave a note regarding their decision. Their note updates the waiver's PDF.

The following actions by the final authority will trigger an email to the analyst:
- If the final authority approves, and all prior steps have also been approved, an email is sent to the analyst to that effect.
- If waiver is declined, an email will be sent to inform the analyst.
- If the decision is reversed, another email is sent to inform the analyst.

A. Responsibility and Oversight
1) College/School/Organization
   - Recruit analysts must monitor their approvals. Click the Approval link.
   - If 2 business days have passed after your Dean has approved the Search Waiver and the system does not show that the Search Waiver has been approved by Equal Employment & Affirmative Action (EEAA), then notify approvers in the approval workflow.
   - If 2 additional business days have passed after EEAA has approved the Search Waiver and the system does not show that the Search Waiver has been approved by the Vice Provost for Academic Personnel (VPAP), then notify approvers in the approval workflow.
2) EEAA (turnaround time is 2 business days; for exceptional requests, allow additional time)
   - The Search Waiver is reviewed by EEAA in AP Recruit.
   - For questions or requests for additional information, EEAA will leave a comment in AP Recruit and follow-up with an email notification [offline process] to the Recruit Analyst. Supporting documents and/or changes to the plan must be uploaded under the Documentation section of AP Recruit.
   - Once the Search Waiver is approved by EEAA, AP Recruit will send a system-generated email notification to VPAP.

3) VPAP (turnaround time is 2 business days; for exceptional requests, allow additional time)
   - The Search Waiver is reviewed by the VPAP in AP Recruit.
   - The VPAP is the final decision authority for Search Waivers.
   - For some types of waivers (ex: TOE), a consultation with the Committee on Academic Personnel (CAP) and/or the Provost and Executive Vice Chancellor (PEVC) is done prior to the VPAP's final approval.

B. Managing Approvals for Approvers
Click here for managing approvals for approvers:
http://cnc.ucr.edu/aprecruit/ucr_approvers_quick_guide.pdf

RESOURCES

A. Websites
1) AP Recruit Production site: https://aprecruit.ucr.edu/
2) AP Recruit Training site: https://aprecruit.ucr.edu:48918/
3) AP Recruit Information: http://cnc.ucr.edu/aprecruit/
4) UCI Project Site and Recruit Updates: http://sites.uci.edu/ucrecruit/about-recruit/

B. Contact Information
1) College/School/Unit: http://cnc.ucr.edu/aprecruit/contacts.html
2) Academic Personnel Office: Antonette Toney, Sara Umali, Danessa Murdock, Kameron Johnson – aprecruit@ucr.edu
3) Equal Employment & Affirmative Action: affirmativeaction@ucr.edu

C. UCR Recruitment Guidelines
1) Academic Hiring Toolkit
2) Affirmative Action Recruitment Guidelines
3) Academic Search Waiver Guidelines
4) Target of Excellence (TOE) Guidelines

D. AP Recruit User Guides
1) AP Recruit Training Page: http://cnc.ucr.edu/aprecruit/training.html

Thank you for using the AP Recruit system. If you have any questions, please contact your College/School/Unit Recruit Analyst (http://cnc.ucr.edu/aprecruit/contacts.html) or the AP Recruit support team at aprecruit@ucr.edu.