

UCR GUIDELINES: SEARCH AND SEARCH WAIVERS FOR ACADEMIC APPOINTEES

[These guidelines are intended to provide operational guidance and do not supersede the Academic Personnel Manual (APM), applicable collective bargaining agreements, or other University policy. In the event of any conflict, the APM, applicable collective bargaining agreements, and University policy shall govern.]

The following set of guidelines were developed to provide consistency among campuses and information on the acceptable use of search waivers and exemptions for academic appointments systemwide, consistent with University policy and applicable law.

By conducting open searches to fill the majority of new or vacant academic positions, the University fulfills federal and state equal employment opportunity requirements. In rare circumstances, and on a case-by-case basis, the requirement of conducting an open search prior to review for appointment may be waived. At a minimum, individuals under consideration for appointment without conducting an open search must meet the high expectations for employment at UC.

Waivers should be made for the minimum duration of time required; they cannot be extended or repeated, unless specifically noted below. In limited situations as specified below, waivers of indefinite duration may be approved for a particular appointee while the appointee holds a specific position.

Generally, academic personnel policy within the Academic Personnel Manual (APM) does not include language about searches or recruitment procedures, focusing instead on academic appointment criteria and significant events in a faculty member's career after appointment. On occasion, and in limited circumstances, typically in reference to a transfer in series (or change in series), policy within the APM contains language describing when the Chancellor may grant an exception to conducting a search; such references occur in APM 270, 275, 278, and 280.

UCR establishes the following academic recruitment guidelines to provide greater clarity and consistency in what hiring departments need to know in order to conduct a fair and equitable recruitment process through UC Recruit. These guidelines are designed to conform to applicable laws and UC policies.

I. Definitions

- **Search** – A search is the competitive recruitment process used to identify the best qualified candidates for an academic position. A search is visible to potential applicants, provides equal opportunity to applicants, and meets federal and state job listing requirements. It is also referred to as an *open recruitment*.
- **Search Waiver** – A search waiver, also referred to as a waiver of open recruitment, is formal approval to hire an individual directly into a specific academic appointment in lieu of a search or open recruitment. Defined criteria must be met to qualify for a search waiver, and the individual hired must meet the criteria for the appointment.

- **Search Exemption** – A position is exempt from competitive recruitment when the University does not require a competitive recruitment. An exemption is based on the position and not the individual. Certain categories of appointments or transfers between academic title series may be exempt from open recruitment. When an exemption is in place, these appointments do not require formal approval for a search waiver because the appointment itself, or change in title series, is exempt from open recruitment. For all appointments exempt from open recruitment, the individual hired must meet the criteria for the appointment.
- **Waiver Duration** – Search waivers are made for a specific duration. The duration may be a specific period of time (e.g., 12 months or one quarter/semester), or the duration can be tied to the attributes of a specific academic appointment and its renewals (e.g., title series or location/laboratory). The duration is dependent upon the circumstances and the category of search waiver, as described below. An appointment cannot continue beyond the end of the waiver duration; at that time, a search must be conducted.¹

II. UCR Recruitment Tracks

UCR utilizes three recruitment tracks based on the title series and the nature of the appointment.

- **Guideline I:** Search for permanent or Senate-track positions (e.g., Ladder-Rank Faculty).
- **Guideline II:** Search for non-senate, temporary, or self-funded positions (e.g., Adjuncts, Researchers > 2 years).
- **Guideline III:** Streamlined pooled recruitment for short-term temporary positions (e.g., Postdocs, Visiting titles < 1 year). Requires Recruitment Plan and Search Report only.

III. UCR Academic Recruitment Table by Academic Series

A. Senate Faculty & Professor of Teaching Series

Search Required (Guideline I)	No Search Required (Exemption)	Search Waiver Required
Required for all initial appointments regardless of percentage.	When the appointment is concurrent with a Faculty Administrator title <100%.	Spousal/Partner Hire
	Internal transfer between Senate series.	Target of Excellence (TOE)
		Part of an initial complement or retention package.

¹ There may be other factors that limit the duration, such as the availability of funds, in the case of some titles.

B. Adjunct Professor Series

Search Required (Guideline II)	No Search Required (Exemption)	Search Waiver Required
Required for all paid appointments regardless of percentage/length.	Without Salary (WOS) appointments.	Emergency Hire: <2 months notice; max 1 year duration.
	Appointee brings 100% self-funding .	Spousal/Partner Hire.
	Senate faculty transferring to a non-senate title.	PI/Co-PI Status: Paid from funds where they are the lead.

C. Professional Researcher, Project Scientist, & Specialist Series (Note: Duration determines if Guideline II or III is used.)

Search Required	No Search Required (Exemption)	Search Waiver Required
Guideline II: Appts ≥ 2 years.	Without Salary (WOS) appointments.	Non-self-funded appts extending >2 years.
Guideline III: Appts <2 years (Pooled).	Split appointments if a search/waiver was done for the primary appt.	Spousal/Partner Hire.
Postdoctoral Scholars: Guideline III.	Change in series to similar research title if search was done for initial.	Research Team: Member of a new faculty's existing team.

D. Academic Administrator & Academic Coordinator Series

Search Required	No Search Required (Exemption)	Search Waiver Required
Guideline I: Permanent/Career-track appts.	Without Salary (WOS) appointments.	Emergency Hire: <2 months notice; max 1 year.
Guideline II: Appts ≥2 years but non-permanent.	Change in series (e.g., Coordinator to Administrator).	Spousal/Partner Hire.
	Split appointments where a search was done for the primary appt.	Initial Complement or retention package.

E. Lecturers (Unit 18) & Visiting Titles

Search Required (Guideline II or III)	No Search Required (Exemption)	Search Waiver Required
Unit 18: All initial unit/dept appointments.	Unit 18: Reappointments with <3 quarter break in service.	Emergency Hire: <2 months notice; max 3 waivers total.
Visiting Professor: Full-time appts ≥1 year (Guideline II).	Visiting Professor: Salaried if on leave from another institution.	Spousal/Partner Hire.
Visiting Professor: Appts <1 year (Guideline III).	WOS Visiting appointments.	Initial Complement or retention package.

IV. UCR Recruitment Tracks Checklist

Recruitment Element	Guideline I Positions	Guideline II Positions	Guideline III Positions
Position Type	<i>Career or permanent academic appointments:</i> Professor, Professor of Teaching, Professor-in-Residence, Agronomist, Professor Clinical X, Specialist in Cooperative Extension, Academic Coordinator/Administrator on a permanent basis, Professional Librarian – career/potential career	<i>Long-term academic appointments:</i> Visiting Professor ≥1 year full-time, Temporary Librarians, Adjunct Professors, Professional Researchers Specialists, Project Scientists (expected ≥2 years cumulative), Non-Senate Instructional (Lecturers), Health Sciences Non-Senate	<i>Short-term academic appointments:</i> Visiting Professor (<1 year), Postdoctoral Scholars, Project Scientist Series (<2 years), Professional Research Series (<2 years), Specialist Series (<2 years), University Extension Titles, Non-Senate Instructional (Lecturers), Graduate Medical Education (GME) Trainees
Recruitment Period	At least 8 weeks total and must include 30 calendar days after appearance in a professional/relevant journal or job site	At least 30 calendar days after appearance in a professional/relevant journal, newsletter, or online posting	At least 14 calendar days
Advertising Requirements	Must use multiple venues (universities/colleges, journals, newsletters, online resources, outreach). At least one national journal (e.g., Chronicle of Higher Education) is required for Dept. of Labor green card compliance	Must use at least one venue (universities/colleges, journals/newsletters, or online resources). National Journal is not explicitly required	Same as for Guideline II
Recruitment Area	Searches must be national or international in scope	Searches may be local or regional, depending on the position	Searches may be local or regional, depending on the position
Compliance Review by OCR	Recruitment Plan (Search Plan), Applicant Pool, and Search Report required and approved by OCR.	Recruitment Plan (Search Plan), Applicant Pool, and Search Report required and approved by OCR.	Recruitment Plan (Search Plan) and Search Report required and approved by OCR.
Pooled Recruitment	Not allowed	Not allowed	Allowed. Pooled Recruitment Search can remain open for up to 1 year and must be closed by October 1 st or June 30 th of each year.
Recruitment Plan (Search Plan)	Required	Required	Required
Applicant Pool Approval	Required	Required	-
Long List Approval	Required	-	-
Short List Approval	Required	-	-
Search Report	Required	Required	Required

V. Search Waiver Categories

A. Senate Faculty

1) Spousal/Partner Hire: The University of California recognizes that addressing the needs of dual career couples is an essential part of recruiting and retaining the highest quality faculty. A search waiver may be considered if the successful recruitment or retention of a senate faculty member is ultimately dependent on an academic appointment for the faculty member's spouse/partner. A spouse/partner hire into a campus appointment is not an entitlement. Every spouse/partner hire must meet the qualifications and criteria for the appropriate appointment. A spouse/partner hire is contingent on ultimate employment or retention of the associated individual, but otherwise of indefinite duration.

2) Target of Excellence (TOE): A search waiver may be considered for cases where there is an unusual opportunity to hire an individual whose distinctive qualifications and extraordinary promise or accomplishments will contribute significantly to the excellence of the academic mission of the University; such a waiver may apply to hires at the tenured or tenure-track level. For example, individuals with the potential to make significant contributions to diversity and equal opportunity make a significant contribution to the excellence of the University. In all cases, the individual would be on the short list of top candidates if a search was conducted, would be highly sought after by peer institutions, and may be on the market for a very limited time period. Considerations for granting a waiver must include why it is not possible to conduct a search in which the individual would be an applicant. This search waiver is of indefinite duration. Refer to [UCR TOE Guidelines](#).

B. Non-Senate Faculty and Other Academics

1) Emergency Hire: There is an urgent and unanticipated need to fill a position, there is not enough time to conduct a search, and the candidate has the expertise and is available to begin immediately. Emergency search waivers are made for a limited period of time, not to exceed one year. If the position is to be filled beyond the duration of the waiver, a search must be conducted.

2) Urgent Patient Care Need: The appointment would alleviate a critical, unforeseen, and ongoing need in a specific area of patient care. An approved search waiver for urgent patient care need can be of indefinite duration.

3) Spousal/Partner Hire: The successful recruitment or retention of a senate faculty member or an individual in a senior leadership position (e.g., faculty administrator or senior management group [SMG] member) is ultimately dependent on an academic appointment for the individual's spouse/partner. A spouse/partner hire into a campus appointment is not an entitlement. Every spouse/partner hire must meet the qualifications and criteria for the appropriate appointment. A spouse/partner hire is contingent on ultimate employment or retention of the associated individual but otherwise of indefinite duration.

4) Continuation of Training: The candidate is a trainee of the campus (e.g., undergraduate or graduate student, postdoctoral scholar, fellow, resident) who remains for a short period of time to complete a research project begun while in student or trainee status, or for a trainee who is hired by the campus to complete a clinical training program. Continuation of training search waivers are made for a limited period of time, not to exceed 18 months.

5) PI/Co-PI/Leadership Status: The candidate will be paid 50% time or more of the candidate's total effort from extramural funds awarded to the candidate and for which the candidate is named as PI/Co-PI or holds an equivalent leadership role on the extramural funds. A search waiver based on PI/Co-PI/leadership status may be granted for the duration of funding; however, appointments can be made for a shorter period of time. Waivers remain in effect as long as funding continues; this may encompass multiple awards. This search waiver category is also appropriate for appointees in the Adjunct Professor series who are not currently drawing salary from their extramural funds but may receive pay at a later date, when assigned university teaching.

6) Research Team: A candidate is part of the existing research team of a new faculty member. A search waiver may be granted, but the waiver is only valid for an individual team member as long as the candidate remains with the same research team and in the same series.

7) Multiple Affiliated Employers: Appointees whose position is dependent on two employers: a primary employer that is formally affiliated with UC and the UC campus. If a search equivalent to a UC-search is conducted by the affiliate, the appointee may be granted a search waiver for the UC position.

VI. Positions Exempt from Searches

Certain categories of positions are exempt from open recruitment. They do not require search waivers; however, all other policies associated with a specific academic title apply to such exempt positions. An exemption is continuous in duration until one or more qualifying conditions are changed.

1) Non-Salaried (0% time) and Without Salary (WOS) Appointments: This exemption applies to appointees who are unpaid employees of the UC campus where the appointment is held.

- The appointees in this category may have a UC employee ID number but will not receive salary from the University of California.
- If an appointee is to receive salary from UC subsequent to the initial non-salaried or without salary appointment, a search or an approved search waiver is required.

Non-salaried (0% time) and without salary (WOS) titles covered by this exemption include:

- Volunteer Clinical Faculty
- WOS non-senate faculty (e.g., HS Clinical, Adjunct) who do not receive pay from an institution affiliated with UC (see #7 above), excluding IX Unit titles
- WOS non-faculty academics (e.g., Professional Research Series)
- Research Associate (WOS)
- Clinical Associate (WOS)
- Research Fellow (WOS)

- Visiting Scholar/Visiting Titles (WOS)
- Emeritus – including academic appointees who are conferred emeritus status as the result of an academic review

2) Salaried Visiting Appointments: A visiting appointee, such as a visiting professor, who is on leave from an academic or research position at another educational institution, research institution, or industry and is visiting the campus for research activity and/or to teach a course in the visiting appointee's area of expertise is exempt from search requirements when appointed to a visiting academic position.

3) Recall Appointments for Retired Academics: The University of California may recall to active service, for a part-time term appointment, academic appointees who have retired from the University. This exemption acknowledges that these appointees would have previously undergone a search, been approved on a search waiver, or held an appointment exempt from a search for their pre-retirement appointment.

4) Concurrent Academic Appointment: A concurrent academic appointment may be made for an appointee who is employed by the University in a staff, senior management group (SMG), or non-faculty academic title and who is asked to supervise academic personnel or to participate in **occasional** teaching activities that are directly related to the individual's research or primary job. Normally, the concurrent academic appointment will be without salary. This exemption acknowledges that the primary paid appointment must have met the requirements for a search or search waiver under the appropriate personnel policy.

5) Faculty Administrator Titles at Less Than 100% and Interim/Acting Positions: A faculty member who is appointed to assume administrative responsibility in addition to, or in partial replacement of, faculty responsibilities is considered a Faculty Administrator. Faculty Administrators are normally compensated with stipends and/or additional summer compensation, when appropriate. This exemption acknowledges that the underlying faculty appointment required a search or approved search waiver and that the administrative responsibilities do not constitute a new position.

6) Lecturer in Summer Session: Faculty holding appointments in the associated department during the previous or following academic year and campus graduate students are exempt from recruitment requirements for assignment to Summer Session instruction. **Individuals who do not hold a faculty appointment or graduate student status are subject to search or waiver requirements.**

7) Internal Hires (Change in Series): Note that this exemption does not preclude a search for appointment to any academic series when required by the University or campus. Rather, it acknowledges that an exemption may be applied when the change in series is intended to recognize growth and development in professional skills, knowledge, and responsibility of the appointee. All initial appointments in the senate series require a search or a search waiver per the criteria above. Exemptions may apply for certain changes or transfers in series. As footnotes to this section detail, some (but not all) of these transfers are explicitly discussed in APM policy. In these cases, the Chancellor's authority to grant exceptions can allow for the exemptions.

Change or Transfer in Series Table

From:	To:	Exemption Permitted?
Senate Faculty e.g., Ladder, In Residence, Clinical X <i>(For Professor of Teaching, see below.)</i>	Non-Senate Faculty e.g., Adjunct, Health Sciences Clinical or Non-Faculty academic e.g., Specialist, Professional Research Series, Project Scientists, Academic Coordinators	Yes
Senate Faculty e.g., Ladder, In Residence, Clinical X <i>(For Professor of Teaching, see below.)</i>	Senate Faculty e.g., Ladder, In Residence, Clinical X <i>(For Professor of Teaching, see below.)</i>	Yes – as detailed in APM policy and provided that a national search was conducted for the initial senate series appointment ²
Non-Senate Faculty e.g., Adjunct, Health Sciences Clinical	Senate Faculty e.g., Ladder, In Residence, Clinical X <i>(For Professor of Teaching, see below)</i>	No – open recruitment or formal approval of a search waiver is required. See APM policy.
Non-Senate Faculty e.g., Adjunct, Health Sciences Clinical	Non -Senate Faculty e.g., Adjunct, Health Sciences Clinical	Yes – excluding IX Unit titles. See section B.5 for a special circumstance (adjunct professor). See also APM policy.
Non-Faculty academic e.g., Specialist, Professional Research Series, Project Scientists, Academic Coordinators	Non-Faculty academic e.g., Specialist, Professional Research Series, Project Scientists, Academic Coordinators	Yes – if appointment is within the same unit/lab or equivalent
Non-Faculty academic e.g., Specialist, Professional Research Series, Project Scientists, Academic Coordinators	Faculty (any series) <i>(For Professor of Teaching, see below)</i>	No – open recruitment or formal approval of a search waiver is required

² Or a search waiver was approved for a target of excellence or spousal/partner hire or President's Postdoctoral Fellowship Program (PPFP) hire.

Professor of Teaching series	Senate Ladder-rank Faculty	No – open recruitment or formal approval of a search waiver is required
Senate Ladder-rank Faculty	Professor of Teaching series	Yes – provided that a national search was conducted for the initial senate series appointment ³
Equivalent titles - APM -115 (e.g., Astronomer Series, Agronomist Series) with no underlying Senate Ladder-rank	Senate Ladder-rank Faculty	No – open recruitment or formal approval of a search waiver is required

³ Or a search waiver was approved for a target of excellence or spousal/partner hire or PFP hire.
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