

TEMPLATE

WAIVER OF SEARCH
For Non-Senate Academic Titles

NOTE: A search is required prior to proposing a candidate for an appointment to a Professor, Professor In Residence, or Professor of Clinical __ Series position, and for all Foreign National Candidates. See APM 500

**<http://www.ucop.edu/acadadv/acadpers/apm/apm-500.pdf> and UCD 500
<http://manuals.ucdavis.edu/apm/500.htm> for all recruitment requirements.**

The Department must initiate and receive approval of one of the three search options below before assembling appointment dossier:

- 1. ____ If conducting a search, submit a search plan for approval. (See UCD 500)
<http://manuals.ucdavis.edu/apm/500f.pdf>.**

For a Foreign National Candidate: Departments must consult with Services for International Students and Scholars (SISS) in a timely manner to determine the overall visa strategy for candidates who are not U.S. citizens or legal permanent residents. SISS visa processing and contact information is available at siss.ucdavis.edu.

For employees who are not either a U.S. citizens or a permanent resident: All candidates must obtain proper nonimmigrant status (usually H-1B or J-1) before commencing employment.

Departments needing to pursue permanent residency for a foreign national candidate should consult with SISS promptly to understand the legal criteria and process, and timing issues for UCD permanent residency matters (usually outstanding professor/ researcher or labor certification).

- 2. ____ Exemption of open recruitment is automatically granted for the following cases and information to that effect should be included in the department letter. There is no need to request a waiver of search when:**

(Check applicable criteria).

1. The proposed appointee is the principal investigator or co-principal investigator of a grant/contract. (Supporting evidence must be available in the department recruitment file).
2. The proposed appointee, who is not a principal investigator or co-principal investigator, has been named in the grant/contract for a specific task.

3. Request a Waiver of Search for a grant funded position. (Submit completed Waiver of Search form below). (See UCD 500, Exhibit B)
<http://manuals.ucdavis.edu/apm/500b.htm>

WAIVER OF SEARCH FORM

(Required when proposed appointee is not PI, Co-PI or named on a grant)

Name:		Effective Date:	
School/College:			
Department:			

Proposed Rank and Title Series:	% of time:	%

1) If Candidate does not meet the criteria for automatic exemption of recruitment above, how will the candidate fulfill the definition of the academic series?:

- a. Teaching, what will he/she be teaching (for Adjunct, or Health Science Clinical Professor series);
- b. Demonstrated or potential for research independence, and what will be his/her research activities (for Adjunct or Professional Research series)
- c. Collaborative research (for Project Scientist or Specialist)
- d. Clinical care (as appropriate to series and assignment)

2) Reason for waiver of search (Check any that apply):

1. An open recruitment is not likely to yield a better qualified applicant than the proposed candidate, who possesses the skills, knowledge, and abilities unique to the research project, making him/her essential to its success.

(PROVIDE EXPLANATION):

2. The appointment is temporary, with no intention to reappoint.
3. The appointment is made on unavoidably short notice.

(PROVIDE EXPLANATION):

4. The appointment of a particular individual would alleviate a critical, ongoing need, particularly in the area of patient care.
5. The new appointee is being funded by the faculty member with whom he/she is working.

**Please Attach: Curriculum Vitae
Position description (for Professional Research, Project
Scientist and Specialist Series only)**

**TEMPLATE POSITION DESCRIPTIONS AVAILABLE FOR PROJECT SCIENTIST AND SPECIALIST
SERIES:**

PROJECT SCIENTIST TEMPLATE: (LINK)

SPECIALIST (LINK)

Department Chair

Dean

Vice Provost—Academic Personnel