

Academic Appointment Exempt from Search Requirements

A full search as described in this policy is required for each academic appointment that is full-time for one year or longer, and for part-time positions if there is intent to retain the appointee as a regular permanent employee. Special attention must be paid to the diversity of visiting appointments. Improved diversity among UCD faculty, including visiting appointments, encourages other members of underrepresented groups to apply for permanent faculty positions.

The following titles have been specifically excluded from the requirement of a full search because the appointments are temporary in nature.

Visiting appointments (if temporary with no intention of subsequent regular appointment)

Teaching Assistant

Teaching Fellow

Reader

Research Assistant

Tutor

Intern

Resident

Associate In _____

For recruitment requirements regarding Postdoctoral Scholar titles, contact the Office of Graduate Studies.

The requirement of a full search may be waived on a case-by-case basis. Requests must be submitted through the dean's office to the Vice Provost--Academic Affairs for approval. A waiver may be granted if one of the following criteria is met:

1. The appointment is clearly temporary, with no intention to reappoint.
2. The appointment is made on unavoidably short notice (e.g., to replace a faculty member who is ill or to establish new lecture sections in an over-enrolled course).
3. For grant-funded appointments:
 - a. The new appointee will be paid fully from grant funds awarded to the appointee.
 - b. The appointee helped develop the grant that fully funds the position.
 - c. An individual is uniquely qualified for a given opening and the search process would clearly result in the hiring of the appointee.
4. The appointment is of an individual whose experience and accomplishments make him or her uniquely qualified for a position.
5. The appointment of a particular individual would alleviate a critical, ongoing need, particularly in the area of patient care.
6. The appointment is of an individual meeting the criteria under the Partner Opportunity Program (POP).

Approval to waive the search plan must be obtained in advance. A memorandum stating that a waiver has been granted and summarizing the reasons for the waiver must accompany the appointment material sent to the Office of the Vice Provost--Academic Affairs. In all other cases, a Final Recruitment Report must be submitted.

An appointment on which a waiver was granted at the time of initial appointment under the criteria outlined in item 1 or 2 above shall not be reappointed without a full search.