### Recruitments, Search Waivers, Exemptions

<table>
<thead>
<tr>
<th>Prior VP approval required</th>
<th>Duration limit (months)</th>
<th>Dean's Staff</th>
<th>Dean</th>
<th>VP - Academic Affairs Staff</th>
<th>Academic Senate/CAP</th>
<th>VP - Academic Affairs Staff</th>
<th>VP - Academic Affairs Staff</th>
<th>Academic Affairs Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes</td>
<td>Dean's Review</td>
<td>Committee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Recruitments (UC Recruit)

- **Search Plan - Junior Specialist positions**: I/R RP R/R RP A
- **Search Plan**: I/R RP A
- **Shortlist Report - Non-Senate/Other Academics**: I/R RP A
- **Shortlist Report - Senate**: I/R RP R/R RP A
- **Search Report**: I/R RP A

#### Search Waiver Pre-approvals (Forms Online or Email)

- **POPs - Senate (Forms Online)**: I/R RP R/R RP R/R RP A
- **Senate Spousal Hire Request without POP funding (email)**: I/R RP R/R RP R/R RP A
- **POPs - Non-Senate/Other Academics (Forms Online)**: I/R RP R/R RP A
- **Target of Excellence (Email)**: I/R RP R/R RP R/R RP A
- **President's and Chancellors' Postdoctoral Fellowship Recipients (Email)**: I/R RP R/R RP R/R RP A
- **Other (Email)**: I/R RP R/R RP O RP A

#### Search Waivers - Senate (UC Recruit)

- **Spousal/Partner Hire**: X NA I/R RP R/R RP A
- **Target of Excellence**: X NA I/R RP R/R RP A
- **President's and Chancellors’ Postdoctoral Fellowship Recipients**: X NA I/R RP R/R RP A
- **Other**: X TBD I/R RP R/R RP A

#### Search Waivers - Non-Senate/Other Academics (UC Recruit)

- **Search Waivers for Junior Specialist positions**: I/R RP R/R RP A
- **Emergency Hire - Junior Specialists**: 2 I/R RP R/R RP A
- **Emergency Hire - All other Non-Senate/Other Academics**: 12 I/R RP R/R RP A
- **Urgent Patient Care Need**: TBD I/R RP A
- **Spousal/Partner Hire – main hire must be a Senate member, in a senior leadership position (e.g., faculty administrator or SMG) or a Specialist in CE**: X TBD I/R RP R/R RP A
- **Continuation of Training**: 18 I/R RP R/R RP A
- **PI/Co-PI/Leadership Status**: TBD I/R RP A
- **Research Team**: TBD I/R RP A
- **Multiple Affiliated Employers**: TBD I/R RP A
- **Other**: X TBD I/R RP R/R RP A

#### Exemptions (UC Recruit)

- **Category 1: Non-salaried (0% time) and Without Salary (WOS) Appointments**: I/R RP A
- **Category 2: Salaried Visiting Appointments**: I/R RP A
- **Category 3: Recall Appointments for Retired Academics**: I/R RP R/R RP O A
- **Category 4: Concurrent Academic Appointment**: See delegation for appointment via change in dept/title
- **Category 5: Faculty Administrator Titles at Less Than 100% and Interim / Acting Positions**: See delegation for appointment into administrator title
- **Category 6: Lecturer in Summer Session**: Please refer to Dean's Office process
- **Category 7: Internal Hires (Change in Series/Title)**: I/R RP R/R RP O A
- **Other**: X TBD I/R RP R/R RP O A

---

1. Pre-approval is required prior to submitting the search waiver, regardless of POP funding.
2. If POP funding is requested, complete POP request in Forms Online prior to submitting the search waiver. If the spousal hire is Non-Senate and no POP funding is requested, the search waiver may be submitted without preapproval.
4. Pre-approval from Academic Affairs is required before submitting the exemption or search waiver request in UC Recruit.
5. Exemption request not required to be submitted in UC Recruit.