

Summary of Search & Waiver Policy Effective 8/1/15

For Faculty and Non-Faculty Academics

Definitions:

Search: Competitive recruitment opened via the AP Recruit System

Search Waiver: Request to appoint an academic appointee without conducting a competitive search

Exemption: Type of appointment that by UCSF policy does not require a search or a waiver

WHEN ARE SEARCHES REQUIRED?

(For the entire Search and Search Waiver Policy, visit:

<http://tiny.ucsf.edu/searchandsearchwaiverpolicy>)

A Competitive Search in AP Recruit is required for:

- All academic appointees who are appointed at any percentage of time for 3 days or longer (see limited exceptions below)
- All academic appointees who are paid by UCSF affiliates (e.g. VAMC, Gladstone) and for whom a step will be assigned
- All external hires to an academic senate position and internal appointments and/or changes in series (CIS) from a non-senate faculty position – see table below for search requirements for CIS actions.

<u>Search and Waiver Requirements and Required Documentation for Change in Series Actions</u>			
From (searched position)	To	Search Required?	Documentation
Senate Faculty: <ul style="list-style-type: none"> • Ladder • In Residence • Clinical X 	Non-Senate Faculty: <ul style="list-style-type: none"> • HS Clinical • Adjunct or Non-Faculty Academic: <ul style="list-style-type: none"> • Specialist • Professional Research • Academic Coordinator • Academic Administrator 	No (search waiver completed by VPAA office)	Changes from Senate to Non-Senate: Abridged packet accepted if CIS is to same rank/step as current appointment; if CIS to different rank/step, full packet required Changes from Senate to NFA: Full packet required
Senate Faculty: <ul style="list-style-type: none"> • Ladder • In Residence • Clinical X 	Senate Faculty: <ul style="list-style-type: none"> • Ladder • In Residence • Clinical X 	No (search waiver completed by VPAA office)	Changes from In Res to Ladder: Full Packet Required if CIS results in conferral of tenure; for CIS to same step that does not confer tenure (asst-->asst), abridged packet will be accepted. Changes from Ladder to In Res: Abridged packet accepted if CIS is to same rank/step as current appt; if CIS to different rank/step, full packet required Changes to or from Clinical X: Full Packet Required

<u>Search and Waiver Requirements and Required Documentation for Change in Series Actions</u>			
From (searched position)	To	Search Required?	Documentation
Non-Senate Faculty: <ul style="list-style-type: none"> • HS Clinical • Adjunct 	Senate Faculty: <ul style="list-style-type: none"> • Ladder • In Residence • Clinical X 	Yes* – open search or approved search waiver required	Full packet required
Non-Senate Faculty: <ul style="list-style-type: none"> • HS Clinical • Adjunct 	Non-Senate Faculty: <ul style="list-style-type: none"> • HS Clinical • Adjunct 	No (search waiver completed by VPAA office)	Full packet required
Non-Faculty Academic: <ul style="list-style-type: none"> • Specialist • Professional Research • Academic Coordinator • Academic Administrator 	Non-Faculty Academic: <ul style="list-style-type: none"> • Specialist • Professional Research • Academic Coordinator • Academic Administrator 	No (search waiver completed by VPAA office)	Full packet required
Non-Faculty Academic: <ul style="list-style-type: none"> • Specialist • Professional Research • Academic Coordinator • Academic Administrator 	Faculty (Any series)	Yes – open search or approved search waiver required	Full packet required

***If the employee's original search included the senate series for which they are now being proposed (regardless of rank), the change in series may be processed without conducting a new search and instead an indefinite search waiver may be processed by the VPAA (Academic Recruitment Specialist).**

Exemptions: A Search or Search Waiver is NOT required for the following types of appointments:

- Recall appointments
- Without Salary appointments (except senate or paid-by-affiliate appointments)
- Visiting professor/ visiting professional research series appointments
- A temporary appointment (AKA "temp packet" in which the appointee has an approved search process report on file for the permanent position, and has accepted the offer for that position.

SEARCH PROCEDURE: SUMMARY OF REQUIREMENTS

(For the entire Academic Recruitment Procedures, visit: <http://tiny.ucsf.edu/academicrecruitmentprocedures>)

Committee Composition Requirements:

Faculty Searches:

- Must include core search committee and chair with no fewer than a total of 4 members
- All members, including chair, must be faculty, and at least one member must be from another UCSF dept.

- Additional non-core members may include students, staff and NFA as appropriate, but will not be counted towards demographic of core committee
- Core search committee must include 25% minorities or women – SOM, SOD, SOP
- Core search committee must include 25% minorities or men - SON

Non Faculty Academics (NFA) Searches:

Search committees are optional and not required. If the Department elects to have a search committee for an NFA search, please contact your School for further guidance on committee composition.

Academic Recruitment Plan (ARP) and Search Process Report (SPR):

- Academic recruitment plans and search process reports (SPR) are reviewed and approved in the AP Recruit system. VPAA office enters ARP & SPR information from Department.
- Applicant Pool Report must be approved prior to SPR submission for all new faculty searches; does not apply to NFA searches

Document Requirements:

- New forms for requesting the electronic academic recruitment plan and search process report:
 - [Search Initiation Request Form](#)
 - [Search close/ Extension Form](#)
- Copies of advertisements are required to be uploaded in AP Recruit for all searches
 - Academic Recruitment Specialists will post ads on behalf of the department and upload copies of the ads into AP Recruit. Departments that wish to post their own ads will be responsible for upload or sending in copies for upload.
 - All advertising must include approved campus affirmative action language, found here: http://academicaffairs.ucsf.edu/academic-personnel/recruitment-retention/media/Required_Language_for_ads_For_recruitments_submitted_after_7-1-2013.pdf

Document Submission:

- Recruitment related request forms must be submitted directly to the Academic Affairs Recruitment Specialist in the OVPAA

Recruitment Details:

- NO changes to qualifications, title codes (including rank and series) or planned search efforts permitted once the recruitment plan is approved*
 - * Changes to department, responsibilities (e.g. residency director; clinic chief), location and other ad text will be permitted without additional advertising; however, Dean's Office approval will be required for some changes. AP recruit will be updated automatically upon approval.

Posting Period Requirements:

- Minimum posting period for FACULTY searches is 30 days
- Minimum posting period for NFA searches is 15 days
- Maximum posting period for ALL searches is 18 months; No Extensions

Applicant Management:

- Departments are required to use the applicant statuses and new disposition reasons for all applicants in AP Recruit; these are drop-down lists in AP Recruit; SPRs will not be approved unless statuses and disposition reasons are completed.

Approval Authorities:

	Dean's Office	Vice Chancellor, Outreach & Diversity	Vice Provost, Academic Affairs
Academic Recruitment Plan – Faculty	X	X	X
Academic Recruitment Plan – NFA	X		
Applicant Pool Review – Faculty		X	
Applicant Pool Review - NFA		(none required)	
Search Process Report – Faculty	X		X
Search Process Report – NFA	X		

SEARCH WAIVERS

(For the entire Search and Search Waiver Policy, visit: <http://tiny.ucsf.edu/searchandsearchwaiverpolicy>)

Search Waivers are indefinite unless otherwise noted.

Senate Faculty - Expedited Search (must follow application process; see full [policy](#))

1. Spousal/Partner Hire: for use only when the successful recruitment or retention of a senate faculty member or a member of SMG is ultimately dependent on the academic appointment of his/her spouse/partner.
2. Target of Excellence: For cases where there is an unusual opportunity to hire an individual whose unique qualifications and extraordinary promise or accomplishments will contribute significantly to the excellence of the academic mission of the University and the qualifications of the candidate are demonstrably at the level that meets the UCSF standard of excellence. In all cases, the individual would be on the short list of top candidates if an open 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 an expedited search must include justification for why the recruitment has an urgency that does not allow a full search process to be conducted. For example, the candidate can provide significant, senior leadership for an area in an academic unit in which there is an unforeseen and immediate need.
3. Multiple Affiliated Employers: If an open search equivalent to a UC Search is conducted by the affiliate, the appointee may be granted a waiver for the UC position.

Non-Senate Faculty & Non-Faculty Academics

1. Urgent Patient Care Need: appointment would alleviate a critical, unforeseen, and ongoing need in a specific area of patient care.
2. PI/Co-PI/ Leadership Status: appointee will be paid 50% or more of their total effort from extramural funds awarded to the appointee and for which the candidate is named as a PI/Co-PI or holds an equivalent leadership role on an extramural non-federally funded project (e.g. lead investigator on a clinical trial). Does not apply to K-awards.
3. Continuation of Training: appointee is a trainee of the campus (e.g. grad student, postdoc, fellow) who remains for a short period of time to complete a research project begun while in student/trainee status, or for a trainee who is hired by the campus to complete a clinical training program. **Waiver approval limited to 2 years, no renewals. PLEASE NOTE:** Individuals on mentored K awards (e.g. K08) may apply for a search waiver under this criterion; however, the duration of the **waiver will be limited to the duration of the award.**
4. Spousal / Partner Hire: for use only when the successful recruitment or retention of a senate faculty member or a member of SMG is ultimately dependent on the academic appointment of his/her spouse/partner.
5. Research Team: appointee is part of the existing research team of a new faculty member. (Follow expedited search application process; see full [policy](#))
6. Multiple Affiliated Employers: If an open search equivalent to a UC Search is conducted by the affiliate, the appointee may be granted a waiver for the UC position. (Follow expedited search application process; see full [policy](#))

Search Waiver Procedure

AP Recruit System:

- Search Waivers reviewed and approved in AP Recruit system; VPAA office enters or uploads waiver info from Department.

Document Requirements:

- New forms for requesting an electronic search waiver:
 - [Search Waiver Request Form](#)
 - Explicit justification required for all criteria as stated on the form

Document Submission Changes:

- Search waiver related request forms must be submitted directly to the Academic Affairs Recruitment Specialist in the OVPAA

Approval Authorities:

	Dean's Office	Vice Chancellor, Outreach & Diversity	Vice Provost, Academic Affairs
Search Waivers – Non-Senate Faculty & Non-Faculty Academic		X	
Expedited Searches – All Faculty	X	X	X

TRANSITION GUIDELINES

Departments should be advised to work with their academic recruitment specialist to determine what steps to take for hires/appointments already in process. A transition search waiver will be accepted under the old policy for any of the following:

- Accepted offers on or before 8/1/15
- Packets already created in Advance on or before 8/1/15
- Visa applications in process on or before 8/1/15
- Search waiver/exemption hires submitted to shared services (e.g. SRS ticket) on or before 8/1/15

For Existing Appointments Prior to 8/1/15: All existing waivers will be automatically grandfathered and indefinite.

- No renewals
- No 5 year limit for faculty

For New Appointments After 8/1/15

- Waiver criteria will be more limited and greater scrutiny of justifications will be applied
- Waivers will be of indefinite duration in *most* cases

A search or new waiver may be required if there is a change in the appointment status (e.g. break in service, change in series, department decides they would like to search the position)

When will new searches be required for grandfathered exempt appointments?

If the original appointment was not searched or waived then a new search or waiver will be required for:

- Instructors Appointed to Assistant Rank
- Increase in effort from 50% (or less) to 51% or greater
- Change in Series
- Reappointment after break in service
- Transfers to positions for which a search is being conducted
- Transfers to positions for which a new appointment packet is processed (e.g. new positions in other departments at different rank/step)

When will new searches be required for grandfathered appointments that were on waivers?

If there is a search waiver on file for the original appointment then a new search or waiver will be required for:

- Changes in Series
- Reappointment after break in service
- Transfers to positions for which a search is being conducted
- Transfers to positions for which a new appointment packet is processed (e.g. new positions in other departments at different rank/step)