

UCSF POLICY ON ACADEMIC SEARCHES AND SEARCH WAIVERS

Effective 8/1/2015

BACKGROUND:

Conducting full and open searches is important to obtaining the highest quality academic appointments and ensuring equal opportunity in academic hiring. By policy, a national search is required for:

- All paid academic appointments with a duration of 3 days or longer (see exclusions below)
- All academic appointments paid by UCSF- affiliates (e.g., VAMC, Gladstone) for which a step will be assigned¹
- All appointments to an Academic Senate position, including changes in series from a non-Senate faculty position (see exclusions below).

Please review the [Academic Recruitment Procedures](#) document for details on conducting a national search.

The requirement of a national search may be waived on a case-by-case basis. The following are guidelines for consideration of national searches versus search waivers in various scenarios.

SEARCH WAIVER GUIDELINES:

Search waivers may only be granted in exceptional situations following the criteria listed below. To request a search waiver, departments must complete a [UCSF Search Waiver Request form](#). Approval to waive the search must be obtained in advance.

Criteria for Search Waivers: A waiver may only be granted if one of the following criteria is met:

NON-SENATE FACULTY AND NON-FACULTY ACADEMICS

1. **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.
2. **Spousal/ Partner Hire:** The successful recruitment or retention of a senate faculty member or a member of the senior management group (SMG) is ultimately dependent on an academic appointment for his or her spouse/partner. A spouse/ partner hire into a campus appointment is not an entitlement. Every spouse/partner hire must meet the qualifications and standard of excellence for the appropriate appointment. A spouse/partner hire is contingent on ultimate employment or retention of the associated individual. A spousal/partner search waiver can be of indefinite duration.
3. **Continuation of Training:** The candidate is a trainee of the campus (e.g., undergraduate or graduate student, postdoctoral scholar, fellow) 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 2 years. Individuals on K training awards may apply for a search waiver under this criterion, however the duration of the waiver will be limited to the duration of the award.

¹ Step Requirements for WOS and part-time non-senate faculty appointments:
<http://academicaffairs.ucsf.edu/academic-personnel/media/steprequirementsforwos.pdf>

4. **PI/Co-PI/Leadership Status:** The candidate will be paid 50% time or more of their 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 a non-federal extramural fund (e.g. lead investigator on a clinical trial). A search waiver based on PI/Co-PI/leadership status may be of indefinite duration; however, appointments can be made for a shorter period of time. This criterion does not apply to K-awards; see number 3 “Continuation of Training,” for K-awards.

EXPEDITED SEARCH GUIDELINES:

Requests for approval of expedited searches should be submitted through the Dean’s Office, to the Office of the Vice Provost Academic Affairs. The following items should be included in the request:

- Brief description of the position and proposed rank and series and how it meets one of the appropriate criteria below
- CV of proposed candidate
- Concurrence by the Vice/Associate Dean of Academic Affairs for the relevant School
- Concurrence by the Vice Chancellor of Diversity and Outreach

An expedited search will be approved only if it meets the criteria below:

Criteria for Expedited Search:

SENATE FACULTY

1. **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. These candidates may be identified based on factors such as the need for significant senior leadership. 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 immediate need.
2. **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 his or her spouse/partner. A spouse/partner hire into a campus appointment is not an entitlement. Every spouse/partner hire must meet the qualifications and standard of excellence for the appropriate appointment. A spouse/partner hire is contingent on ultimate employment or retention of the associated individual.
3. **Multiple Affiliated Employers:** If an open search has been conducted by a UCSF affiliate (e.g. VAMC, Gladstone) that substantially meets the requirements of a UCSF faculty search, the appointee may be granted an expedited search for the UC position.

NON-SENATE FACULTY

1. **Research Team:** A candidate is part of the existing research team of a **new faculty member**.

2. **Multiple Affiliated Employers:** If an open search has been conducted by a UCSF affiliate (e.g. VAMC, Gladstone) that substantially meets the requirements of a UCSF faculty search, the appointee may be granted an expedited search for the UC position.

The Vice Provost, Academic Affairs will evaluate the request taking into consideration the rationale for the request, the criteria outlined above, and the department's record with regard to equal opportunity hiring and open search practices. The final decision to approve the request for an expedited search will be made by the Vice Provost. After the expedited search is approved, the packet must be forwarded through the appropriate academic personnel review process. Should the request not be approved, a national search must be conducted for the position. Approval for an expedited search must be obtained prior to the initial appointment.

Appointment Type	Approval Authority for <u>Search Waivers</u>
Faculty, Non-Faculty Academic	Vice Chancellor for Diversity & Outreach

Appointment Type	Approval Authority for <u>Expedited Searches</u>
Faculty	VPAA (subsequent to concurrence by the Vice/Associate Dean of Academic Affairs, and the Vice Chancellor for Diversity & Outreach)

Appointment Type	Approval Authority for <u>Academic Recruitment Plans</u>
Non-Faculty Academic	Dean's Office
Faculty	VPAA (subsequent to concurrence by the Vice Chancellor for Diversity & Outreach, and Dean's office)

Appointment Type	Approval Authority for <u>Search Process Reports</u>
Non-Faculty Academic	Dean's Office
Faculty	VPAA (subsequent to concurrence by the Dean's office)

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

- Recall appointments
- Without salary appointments (does not include Senate or paid by affiliate appointments)
- Visiting Professor series / Visiting Professional Research series appointments

CHANGE IN ACADEMIC SERIES

- Change to Non-Senate Faculty: A new search or search waiver is not required upon a change in appointment to a non-senate series unless the appointee was originally hired without a search or search waiver.
- Change to Senate Faculty: A national search is required upon a change in appointment to a senate series, except in various change in series scenarios noted below.

Search and Search Waiver Requirements and Required Documentation for Change in Series Actions

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
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).**

Please note that no distinction is made between proposed changes in series actions which are initiated or requested by the Departments versus those that are recommended by a reviewing agency, e.g., the Committee on Academic Personnel (CAP).

Additional Information:

For additional requirements related to the search process that must be followed, please see the "Academic Recruitment Procedures" document found here:

<http://tiny.ucsf.edu/academicrecruitmentprocedures>