

UCSF POLICY ON ACADEMIC WAIVERS OF SEARCH

A national search is required for each academic appointment that is 50% time or more for one year or longer. A national search is required prior to proposing a candidate for appointment to an Academic Senate position, including appointment via change in series from a non-Senate faculty position.

The requirement of a national search may be waived on a case-by-case basis.

Time Limitations: Search waivers will be limited to two-year periods which can be renewed, subject to the following:

1. Search waivers for non-Senate faculty will not be renewed beyond five years unless the department has identified a long-term strategy for a continuing appointment. This strategy may include conducting a national search for which the faculty member might be identified as the candidate of choice.
2. Search waivers for non-faculty academics may be renewed every two years without limit to the number of renewals.
3. Search waivers for holders of H1B visas may be approved for three years, and renewed for one additional three-year period to coincide with the terms of their H1B visa.

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

1. The appointment is of an individual with unique and outstanding qualifications who can fill a special need in the department and there is documentation of unique expertise would not otherwise be reasonably available on short notice.
2. The appointment is clearly temporary (one year or less) or is less than 50% effort.
3. The appointment is made on unavoidably short notice (e.g., to replace a faculty member on medical leave; to replace a faculty member who leaves the University on short notice).
4. For appointments funded predominantly by grants, either non-Senate faculty or non-faculty academic:
 - a. The new appointee will be paid predominantly from grant funds awarded to the appointee.
 - b. The appointee helped develop the grant(s) that predominantly funds the position.

4. The appointment of a particular individual would alleviate a critical, ongoing need, particularly in the area of patient care.

To request a search waiver, departments must complete a UCSF Search Waiver Request form. All requests must be submitted through the Dean's office to the Vice Provost -- Academic Affairs for approval. Approval to waive the search must be obtained in advance.