

Request for Exemption
Faculty & Exempt Staff Search Procedures

Office of Equity and Diversity
1840 Melrose Ave.

Department/Unit: _____ Date: _____

Exemption For: _____

Race: _____ Gender: _____ Male _____ Female _____

Rank/Title: _____

Effective Dates of Exemption (if applicable)*: _____ through _____
(mm/dd/yy) (mm/dd/yy)

Submitted By: _____ E-mail: _____

(Please print or type)

An exemption from the faculty/exempt staff hiring procedures is requested for the above individual for the following reason(s): (Please indicate all that apply)

- _____ Temporary non-renewable appointment of up to one year, including visiting faculty, visiting summer session appointments, and research assistants.
- _____ Postdoctoral trainee appointed as research associate, generally for not more than three years.
- _____ Research faculty position, non-tenure track, in which the individual named serves as principal or co-principal investigator of an approved research grant that specifically designates extramural salary support.
- _____ Promotion in place/Reclassification -- Change in the title and/or responsibilities of a current faculty or exempt staff employee where the change involves expanding or restructuring of an existing position and not establishing a new position.
- _____ Part-time appointments of up to 50 percent. A part-time appointment may not be changed from 50 percent or less to greater than 50 percent without conducting a search using the search guidelines.
- _____ An acting or interim appointment. An acting or interim appointment may not be changed to a permanent appointment without a search. Acting or interim appointments will normally be for no more than one year, unless authorized by OED. Only current employees may be considered for acting or interim appointments.
- _____ Appointment to a faculty rank and title without compensation or with pay that is nominal compared to the regular compensation of a similar position (ex: honorific titles).
- _____ Unique qualifications and/or situations that make a search counterproductive. Documentation of the qualifications must be attached.
- _____ Accompanying spouse appointment necessary to recruit a successful candidate identified in a pre-existing search. This exemption must be supported in writing and by the programmatic needs of the employing department of the accompanying spouse. The endorsement of the appropriate Vice President/provost and dean is necessary for this type of exemption.

***Exemption periods will be extended only in exceptional circumstances.**

Signature of Requestor: _____ OED: _____

Notification to Human Resources (Date): _____