

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**  
**WAIVER OF SEARCH PROCESS**  
**FOR RECRUITING FULL-TIME TEMPORARY FACULTY**

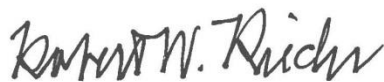
<b><u>Number</u></b>	02.01.08
<b><u>Division</u></b>	Academic Affairs
<b><u>Date</u></b>	January, 2001
<b><u>Purpose</u></b>	To establish a process for the waiver of our standard search process when recruiting faculty for temporary positions.
<b><u>Policy</u></b>	Recruiting temporary faculty requires a procedure with sufficient flexibility to accommodate immediate staffing needs.
<b><u>Procedures</u></b>	<p>When recruiting temporary full-time faculty, units are governed by these guidelines.</p> <ol style="list-style-type: none"><li>1) Requests to fill a position originate in the department or program and are forwarded to the dean of the college.</li><li>2) The dean discusses recruiting priorities with the Provost and obtains written permission to open a position. Budget and program needs must be identified and justified.</li><li>3) When permission has been obtained from the Provost, the following steps must be taken:<ol style="list-style-type: none"><li>a. <b>Prepare Form A:</b> Authorization to Recruit Academic Personnel</li><li>b. <b>Prepare a spreadsheet</b> identifying funding sources and forward spreadsheet with the "Authorization to Recruit" form.</li><li>c. Prepare the advertisement and attach a memorandum to Faculty Equal Employment Coordinator requesting a waiver (with rationale) of the search process to recruit faculty for a temporary full-time position.</li></ol></li><li>4) Place the advertisement following established HR procedures.</li></ol>

- 5) Complete Form E: **Request for On-Campus Interview** for candidates who will receive reimbursement for travel expenses. Skype or other such mechanisms may be used for interviewing candidates.
- 6) When an acceptable individual is identified, the following steps must be taken:
  - a. The department chair makes a recommendation for appointment to the dean. The dean obtains approval from the Provost to make an offer.
  - b. Upon approval by the Provost, the dean prepares an offer letter.
  - c. The Faculty Equal Employment Coordinator will review the offer letter prior to final approval by the Provost.

**Review**

Academic Affairs will review the policy every five years or sooner as needed.

**Approval**



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Chief University Counsel



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Provost and Executive Vice President for Academic Affairs

**APPROVED:**



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President