

Search Types – Full, Audit, Waiver

Full

Full searches employ “good faith efforts” to cast the broadest possible net to recruit a qualified applicant pool. Full searches demonstrate the University’s commitment to and compliance with all applicable state and federal laws, University policies and affirmative action and equal opportunity principles and guidelines. Conducting full searches in the spirit of the law mitigates the University’s potential non-compliance with statutory obligations. Full searches are conducted for all staff and faculty positions.

Audit

Audits bypass the formal recruiting and pre-interview screening process. These types of searches are for temporary/end-date positions.

Faculty hired into *Visiting* titles can be filled through an audit. *In Residence* and *Clinical* faculty positions are filled through a full search.

Research positions filled through an audit are end date and temporary and, in most cases, relate to the term of a grant or research project. Post-doctoral fellows can also be filled with an audit.

Management/Confidential positions are rarely filled through the audit process. These infrequent instances are for positions that are temporary with end dates less than one year and address a crucial need to immediately fill a position vacancy with a critical function or a highly specialized project. To fill the positions permanently, a full search is conducted.

UCPEA and classified positions are not filled through the audit process.

The hiring department must submit a sufficient explanation, in narrative form, on the implausibility of conducting a full search to fill the position and documentation detailing:

- describing the reasons that a full search is impractical currently
- affirming that the concept of on-the-job training is unreasonable (not inconvenient.)
- networking or other types of recruiting activities
- specialized skills, reputation, and unique achievements of the hire
- affirming that the position requires these specific skills, knowledge, or experience

Waiver (Appointment)

Waivers, like audits, bypass the formal recruiting and pre-interview screening process. Waivers are for permanent faculty or high-level management and confidential staff positions. These types of requests are very rarely submitted and approved as they jeopardize the University’s compliance with statutory and legal obligations. Faculty and permanent staff hired through a

waiver must meet the definition of “pre-eminence,” with outstanding, unique, and unparalleled research, scholarship, accomplishment, or field of specialization, incomparable with potentially available applicants. This hire would result in increased prominence for the University.

The hiring department must submit:

- detailed documentation supporting the preeminence of the hire, noting achievements that have received national or global recognition and commenting on the hire’s importance to the University’s goals; and
- a narrative explanation of the availability of others with the candidate’s skills, the extent to which the University must compete against other institutions to recruit the hire and a comment regarding networking or other recruiting activity that led to the identification of the hire.

The Office for Inclusion and Civil Rights has the discretion to grant exemptions to the above general procedures on a case-by-case basis in consultation with the appropriate University offices.

Please contact a member of the [Employment Equity Staff](#) if you have any questions.