



Office of the Executive Vice Chancellor
220 Hyman Administration Building
62 S. Dunlap Street | Memphis, TN 38163
t 901.448.5523

Healthy Tennesseans. Thriving Communities.

SEARCH EXEMPTION FORM FACULTY & EXEMPT STAFF

Submitted By: _____ Date: _____

Exemption For: _____

Department: _____ Rank/Title: _____

Effective Dates of Exemption (if applicable) *: _____ through _____

*Exemption periods will be extended only in exceptional circumstances.

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

- Temporary non-renewable appointment of up to one year, including visiting faculty, visiting summer session appointments, and research assistants.
- Research faculty position, non-tenure track, in which the individual named serves as principal or coprincipal 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.

Part-time appointment: _____

- 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 EVC/AFSA. 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 preexisting 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.

Checklist:

- The requestor must be different from the submitter. The requestor must be an academic/clinical hiring manager, business manager/officer, or assistant/associate dean of the department.
- Required documents to be attached: CV/resume of the candidate; a request memo detailing justification for the search exemption, salary, duties, etc.

Requestor: _____ Date: _____

AFSA Approval: _____ EVC Approval: _____

Submit requests with required documents to Human Resources at hr@uthsc.edu.