

**Request for Exemption:
Faculty & Exempt Staff Search Procedures**

Signature for requestor should be the academic/clinical hiring manager, business manager/officer, or Assistant/ Associate Deans in the department and must be different from the submitted by signature. Additionally, the CV/resume of the candidate for which an exemption is being requested must be attached to the request, as well as official documentation detailing salary, duties, etc. All should be sent to the main OIED email, hsc-oied@uthsc.edu.

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 OIED. 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: _____ **OIED:** _____

Notification to Academic Affairs and Human Resources (Date): _____