

University of Tennessee Health Science Center

Request for Exemption
Faculty & Exempt Staff Search Procedures

Office of Inclusion, Equity, and
Diversity
920 Madison Ave. Suite 825

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): _____