

March 21, 2017

To: Academic Business Officers and Analysts (via SBADM-L)

From: Cindy Doherty, Director,
Academic Personnel

Re: UC Recruit Search Waiver module implementation and training

Beginning April 3, 2017, new functionality in UC Recruit will allow users with department analyst access to create search waiver requests for senate and non-senate positions directly in the UC Recruit system. Requests for search waivers will be submitted online for review and approval in a manner similar to that used for Search Plans, Short Lists and Search Reports within UC Recruit.

Policies regarding search waivers, including defined categories and the required request components as described for both senate and non-senate titles in [Red Binder VII-1](#), **are not changing**. The individual hired must still meet the criteria for the appointment, and if the waiver request is approved, that approval is specific to that individual and cannot be transferred to another candidate.

Search waiver requests that do not comply with criteria or which are incomplete will not be approved, and submission of a request does not guarantee approval.

The implementation of this new online tool will achieve the following:

- The means by which an academic appointee has been hired (whether via an open search or via search waiver) will be managed and recorded in the system, allowing better data management and reporting
- Departments will have a centralized and easily accessible record of their search waiver activity
- Recruitment efforts will be compliant with Federal requirements and required documentation and data will be easier to produce
- All UC campuses will be consistent in their procedures

To prepare for the transition to the on-line process, a training session will be held for departmental staff. For all users, including those unable to attend the training in person, printable training materials for Departmental Users as well as for request Approvers (e.g. Chairs and Directors) will be made available on the Resources for Department Analysts page on the AP website.

If your department submitted a search waiver request on paper prior to April 3rd, it may continue to be processed on paper. As of April 3rd, the request should be initiated and processed within the system.

Training will be held as follows:

Using UC Recruit for Search Waiver request submissions:

Tuesday, March 28th, 2:00-3:30pm ESB 1001

Registration for the training is via the Academic Personnel web site under the “training and workshops” tab, or directly at: <https://ap.ucsb.edu/~staff.training.registration>

Please share this announcement as appropriate with staff who handle UC Recruit for your department. Questions may be directed to June Betancourt at x5728 or june.betancourt@ucsb.edu

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