

Approvers' Guide

Search Waivers in UC Recruit

A search waiver is formal approval to hire an individual directly into a specific academic appointment without an open recruitment. The individual hired must meet the criteria for the appointment, and if the waiver request is approved, waiver approval is specific to that individual and cannot be transferred.

As of April 2017, users with department analyst access are to create search waiver requests for Senate and Non-Senate positions directly in the UC Recruit system. **Policies regarding search waivers, including defined categories, as well as the requirements for a complete submission as stated in [Red Binder VII-1](#), have not changed.** Requests for search waivers are to be submitted for approval in a manner similar to that currently used for recruitment Search Plans, Short List and Search Reports.

Incomplete or out-of-policy search waiver requests, ***including any search waiver requests submitted under the category of "Other,"*** should not be approved, and submission of a request does not guarantee approval.

Viewing Search Waivers

1. Click **Waivers** in the top menu bar.



2. The waivers page opens.
3. From newest to oldest, all waivers to which you have access will be listed in a grid view.
 - Department analysts see all waivers created under their department name.
 - College or division analysts see all waivers created in every department within their area.
 - Approvers see all waivers they have been named to approve.
4. Search waivers are associated with a unique search waiver request number (SWR).
Note: While the SWR# relates to a single candidate, a candidate could potentially have more than one waiver in the system.
5. Adjust the grid information or narrow the list using any of the following tools:

- Choose the "Change Columns" button and specify column criteria.



Defaults shown: SWR#, Approval Status, Home Dept, Position Working Title, Candidate Name
Recommended: Academic Year, Hiring Type, Category, Concluded, etc, in addition to above

- Zero in on a waiver using a search term. Examples: search by SWR#, candidate name, position working title, or home department.
- Check the boxes in the filter panel to filter by Academic Year, by Open/Concluded, or by Active/Deleted. Click the "Filter" button to activate the filter and "Reset" to remove the filter.

Reviewing & Approving Search Waivers

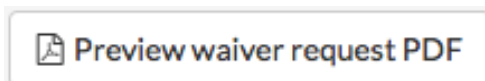
Waiver approvals work similarly to the other types of approvals in Recruit.

- Approvers named in the workflow receive notification emails.
- Approvers may download the PDF, look it over, and leave a comment if they find deficient areas.
- PDFs are "live updating." This means that any changes made to the PDF while it is under review takes place in real time.
- If all approvers have approved the waiver, Recruit "snap-shots" the document for the electronic record.

1. Open the waiver by clicking anywhere on the waiver's row.
2. The status of a waiver is found at the top of its screen, marked by Draft, Pending, Approved, or Declined icons.



- Draft: The waiver hasn't been submitted for approval.
 - Pending: The waiver has been submitted and is pending approval(s).
 - Pending Final Decision: The waiver has been approved and is ready for the final decision.
 - Approved: The waiver has been approved by all approvers named.
 - Declined: The waiver has been declined by the final authority
3. The **Preview waiver request** button is available any time a new waiver is created and it opens the most recent version of the search waiver in a PDF. The "Draft" watermark diagonally showing across the document disappears once all approvers have voted.



Communicating with approvers

Add a comment: Departments and all approvers may permanently attach a comment to this waiver request. Approvers will see all comments when they log in.

Automatic Approver Emails: At each step, Recruit sends email to approvers that their approval is needed and the submitter (analyst) receives a copy.

- The email includes a direct link to the approval screen where approvers may download the PDF, comment, and approve.
- As soon as Recruit detects an approval, the next in line is notified.
- After the last step approves, Recruit sends a notification to the submitter (analyst) with next steps to take.
- Approvers may choose to opt out of email notifications.

Additional Email notifications: Optionally, use the "Notify approvers" button for further communications along the workflow. (Examples: to prod the approver who's taking too long, to warn the pending approvers about what's coming their way, or to highlight a change that previous approvers might need to know about).

***Please note that use of the *Notify approvers* function can notify a subset of the approvers or all approvers. The system-generated email may cause confusion about approval order. For this reason,**

we recommend that departments contact the next approver in line directly, rather than send a system-generated email blast to all approvers.


As an approver, if you receive a system email notification from a department, please take the time to assess the request carefully. You may not need to take immediate action.

Changing the Approval Workflow

Please consult the AP office for guidance on changing approval workflows.

It is possible to redesign the established workflow — but only before the final authority makes a final approval or declined decision. See the following section, *Final Authority/Final Decision*.

1. Assign alternates. (example: "I know he's on sabbatical; let me fill in the interim chair.") If you name an alternate approver, only one person needs to approve. Click the "Add alternate approver" link and add the person.

 [Add alternate approver](#)

2. Augment the workflow with additional steps. (example: "We also would like the Committee Chair to see this.") Click the "Add step" link and select a role to add to the workflow.

 [Add step](#)

Note: When a step is added, it is **required** by default. Uncheck "Required" and the approver becomes optional. Think of optional approvers as overseers or proofreaders, designed to be another set of eyes. If they neglect to approve the waiver, it is inconsequential to the overall approval process.

Final Authority / Final Decision

The very last required person in the workflow is the **Final Authority** and will ultimately make the final decision on the search waiver request.

The final authority has the ability to **approve** the search waiver or **decline** it. They are the only approver who has both action buttons:



Using the menu item, **Final decision**, final authorities may use the text box provided to leave a note regarding their decision. Their note updates the waiver's PDF.

Once fully approved or declined, search waivers are locked from further changes. However, the analyst will still be able to add the hiring outcome and conclude the waiver.

The following actions by the final authority will trigger an email to the analyst:

- If the final authority approves, and all prior steps have also been approved, an email is sent to the analyst to that effect.

If waiver is declined, an email will be sent to inform the analyst.

Questions about processing or approving Search Waivers?

Contact help@aait.ucsb.edu