Search Waivers in UC Recruit

March 28, 2017

Campus Resources

- ACADEMIC PERSONNEL

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Campus Resources cont'd

- ACADEMIC PERSONNEL (cont'd)
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- Your Division or College Dean analysts

Today's Agenda

▶ Search Waivers Processing

   ▶ What's changing and what's NOT changing?

   ▶ Definitions & categories

   ▶ Preparing & submitting your search waiver request in UC Recruit

   ▶ Demo

What is not changing?

Policy is not changing

Red Binder VII-1

▶ An open recruitment, available to all qualified applicants, is a preferred hiring mechanism since it provides substantial assurance of compliance with University policy and the quality of the individual offered a position

Policy is not changing (cont'd)
Open recruitment is req'd for:

▶ Permanent titles

Senate faculty (ladder faculty, LPSOE, LSOE), University Librarian

▶ Temporary titles

Lecturers, Specialists, Project Scientists, Professional Researchers, Academic Coordinators, Adjuncts (paid), Professor of Practice, Librarians, Postdoctoral Scholars*

* If postdoc position is to be filled via open search, standard search protocols apply

Policy is not changing (cont'd)
Exemptions from Open Recruitment

- ▶ Admin positions

- ▶ Recall appointments

- ▶ Visiting (Prof, Researcher, Proj Sci series, "true visitor")

- ▶ Unit 18 Lecturers openly recruited previously within same department

- ▶ Positions requiring student or trainee status, e.g. Postdoctoral Scholars*

- ▶ Change in series

- ▶ Without Salary (any title)

*see previous slide

Policy is not changing (cont'd)
Search Waivers

▶ **Special circumstances may on occasion justify a waiver of the search requirement**

  ▶ 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, that approval is specific to that individual and cannot be transferred

▶ **Search waiver requests must fit an appropriate category and contain required elements as outlined in Red Binder VII-1**
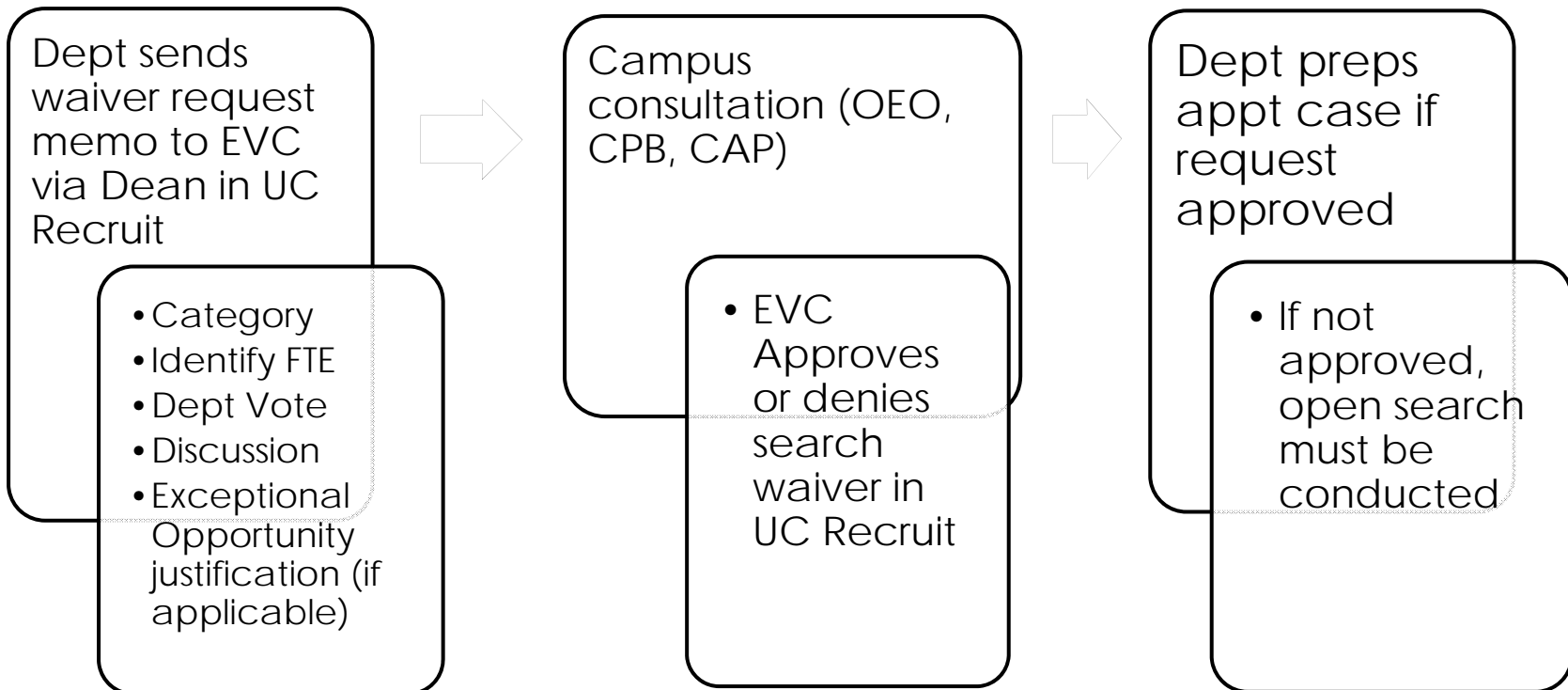
QUIZ

▶ TRUE or FALSE?

Your department needs to find a Unit 18 pre-six lecturer to teach Engineering Ethics 101. A faculty member tells you about a candidate who holds a degree in engineering, as well as teaching experience at Cal Poly in the very course for which you're recruiting.

You have seen this candidate's excellent course evaluations (they were provided to you directly by the candidate), and she's a perfect fit for the position. You can use the exceptional opportunity category to justify the search waiver request.
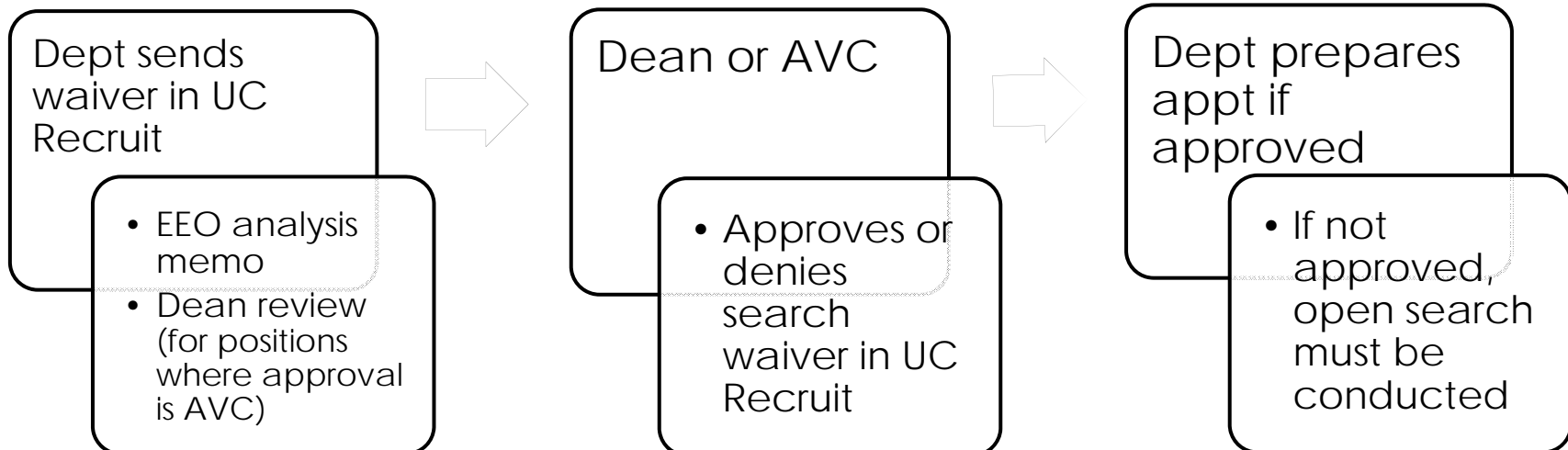
Senate Search Waivers

Senate title categories		
Partner Hire	Exceptional opportunity	President's Postdoctoral Fellowship

Dept sends waiver request memo to EVC via Dean in UC Recruit

- Category
- Identify FTE
- Dept Vote
- Discussion
- Exceptional Opportunity justification (if applicable)

Campus consultation (OEO, CPB, CAP)

- EVC Approves or denies search waiver in UC Recruit

Dept preps appt case if request approved

- If not approved, open search must be conducted

Non-Senate Search Waivers

Red Binder VII-1

Non-Senate title categories				
Emergency Hire	Spousal or Domestic Partner Hire	PI/Co-PI/Leadership Status	Continuation of Training	Research Team

Dept sends waiver in UC Recruit
- EEO analysis memo
- Dean review (for positions where approval is AVC)

➡

Dean or AVC
- Approves or denies search waiver in UC Recruit

➡

Dept prepares appt if approved
- If not approved, open search must be conducted

Policy is not changing (cont'd)

Question:

What is the "Other" category in the UC Recruit search waiver menu?

Answer:

"Other" is not a search waiver category – do not select it

Waiver categories

New waivers can choose from the following search waiver categories:

Senate Faculty
- Spousal/Partner Hire
- Excepional Opportunity
- President's and Chancellors' Postdoctoral Fellowship Recipients
- Other

Non-Senate Faculty and Other Academics
- Emergency Hire
- Spousal/Partner Hire
- Continuation of Training
- PI/Co-PI/Leadership Status
- Research Team
- Other

What is changing?
UC Recruit – *NEW* **Search Waivers** module

▶ Documentation & reporting features track how the campus fills academic positions

  ▶ **Open Search**, **Search Waiver**, or **Exemption**

    ▶ Exemptions module eventually will be added to UC Recruit

UC **SANTA BARBARA** | Recruit   Recruitments   Waivers   Exemptions   Approvals   Help

▶ Official record of hiring mechanism; subject to audit

▶ Helps ensure that the campus meets its requirements as an equal opportunity employer and as a federal contractor

UC Recruit – **Search Waivers** module
What does the department upload in UC Recruit?*

+ Create New Search Waiver

▶ Dept creates new search waiver by clicking on the "Create New Search Waiver" button within the module, generating a unique **SWR#,** similar to the **JPF#** in searches

▶ Dept populates **WAIVER INFO** fields by clicking through:

   ▶ **Position** – position working title [name of waiver in the system], home Dept, AY in which request was initiated, position duties field, affirmative action goals

   ▶ **Candidate** – name, CV, current UC employment, qualifications open text field

   ▶ **Appointment** – Dept, title code, step, percent time, appt date(s)**

*see the full User & Approver guides on AP's Training and Workshops webpage
** recommended

Dept populates WAIVER INFO fields (cont'd):

- **Justification** –

  - identify type (Senate/Non-Senate) & category of waiver

  - Justification narrative field

  - Waiver duration – effective date and whether time limited or permanent

- **Previous waivers**, if applicable and within same department

- **Documentation** – supporting documents (Dept memo for Senate waivers can go here)

  - Non-senate requests should use text fields in the module

  - Senate requests can be dept memo as they are now; enter "See Department Memo in Documentation section" in text fields

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- If search waiver is created in error, analysts can delete it, but *only if it has not already been submitted for approval*

- Once submitted for approval, only a UC Recruit administrator can delete the waiver. Waivers cannot be undeleted, even by administrators.

How does the department send the request for approval via UC Recruit?

▶ Preview your search waiver request under APPROVALS section by clicking "Preview waiver request PDF" (optional)

▶ When the search waiver is ready, click the link in the status bar, *Submit it for approval*

　　▶ If the waiver is incomplete, a checklist appears. Follow the "Add Now" links to reach the missing data fields
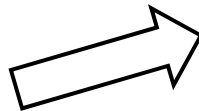
Approval request

- ● Position
  - ✔ Position duties must be provided • Add now
  - ● Affirmative action goals must be provided • Add now
- ● Candidate
  - ✔ Candidate name must be provided • Add now
  - ● Candidate CV must be provided • Add now
  - ● Candidate's current employee status must be provided • Add now
- ● Appointment
  - ● Proposed appointment must be provided • Add now
- ● Justification
  - ● Search waiver category must be provided • Add now
  - ● Justification narrative must be provided • Add now
  - ● Waiver effective date must be provided • Add now
  - ● Waiver expiration date must be provided • Add now

Search waiver approval in UC Recruit
(cont'd)

- ▶ Try again! Return to the status bar and click the link again, Submit it for approval

- ▶ When the waiver is complete, a list of approver's steps appears

  - ▶ Cancel if approvers list seems incorrect & contact help at help@aait.ucsb.edu – Otherwise, click *Yes, submit for approval*

- ▶ The approval request screen opens

  - ▶ **<u>Add a comment</u>**: Permanently attach a comment to this waiver request. Approvers will see your comment when they log in. Approvers can add comments here as well

  - ▶ **<u>Notify approvers</u>**: also records a comment, and sends email notification; use this option judiciously

Search waiver approval in UC Recruit
(cont'd)

▶ Each approval action triggers notification to next approver in the queue

  ▶ Changes requested by an approver and made by the department while approval is in progress will "live update"

▶ The last required approver in the approval workflow is the **Final Authority** and will make the final decision on the search waiver request

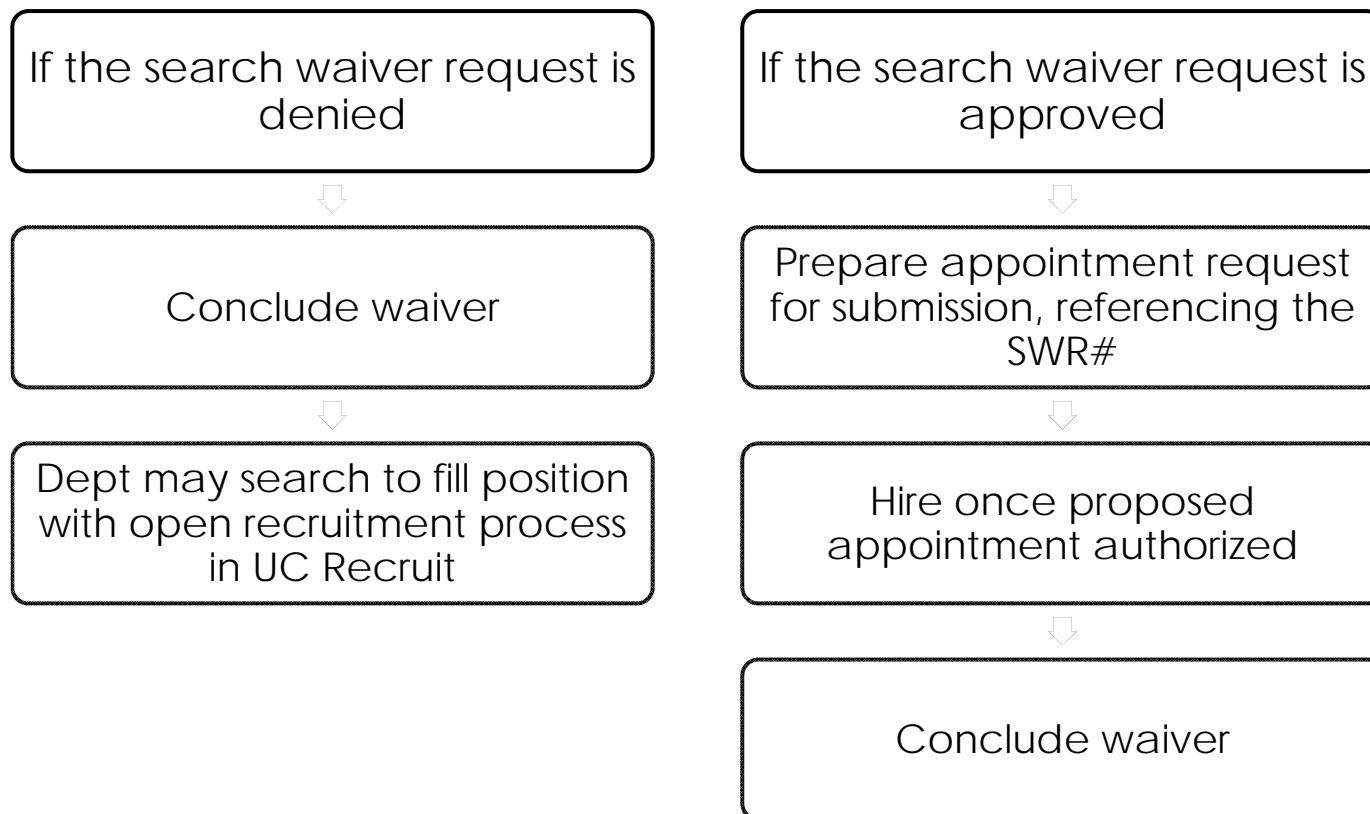▶ The final authority has the ability to **approve** or **decline** the search waiver

If all approvers have approved, the system records a "snap-shot" PDF, similar to Search Plans, Short List Reports, and Search Reports in recruitments. This is a snapshot in time; a historical record of what was approved. The final PDF of the approved search waiver is available for download. Click the *Preview waiver request PDF* button Preview waiver request PDF

Search waiver approval in UC Recruit
(cont'd)

▶ Once the final approver approves or denies the request, the department will receive an email notification advising of the outcome

If the search waiver request is denied	If the search waiver request is approved
⇩	⇩
Conclude waiver	Prepare appointment request for submission, referencing the SWR#
⇩	⇩
Dept may search to fill position with open recruitment process in UC Recruit	Hire once proposed appointment authorized
	⇩
	Conclude waiver

Concluding a waiver

Concluding a waiver indicates that the entire waiver process is complete. The waiver should be concluded whether it was approved or denied.

▶ *Conclusion* records hiring outcome information (was the candidate hired or not?) and indicates that the waiver is done

    ▶ If Yes, the candidate was hired and entered into payroll; has a start date and an employee ID

    ▶ If No, the candidate was ultimately not hired for some reason, even though search waiver was approved

Conclusion provides the central offices with the information they need for reporting

Conclusion can be reverted if search waiver is concluded by mistake

Extensions of approved search waivers (Non-Senate)

▶ Requests for extensions of existing waivers may be forwarded as part of the reappointment request as long as they are for the same position and within the same category. Depts do not need to initiate a new request in the system.

    ▶ From RB VII-1: An existing waiver with an end date may be extended if the appointment continues to meet the criteria under which the waiver was originally granted. The request to extend the waiver may be included with the reappointment request and must specify the new end date.

▶ The approved SWR# may be referenced within the reappointment request.

QUESTIONS?