

## Waiver of Recruitment Procedure

A waiver of national recruitment for a tenure-track faculty position may be requested in instances where departments have an opportunity to offer a position to an outstanding scholar in the field, wish to transfer an outstanding career-line faculty member to a tenure-track position, or offer a position to a spouse of another new hire or as part of a retention package for an existing faculty member.

Please send the request via email [officeforfaculty@utah.edu](mailto:officeforfaculty@utah.edu). The request will be reviewed and approved through the appropriate personnel in the Senior Vice President's office.

The request must include:

- Candidate CV
- Letter from the Department Chair to the College Dean
- Letter from the College Dean to Senior Vice President indicating support of requested waiver.

Please note that the letters from the department chair and the college dean should indicate the reasons for the request to waive a search including:

- the benefit to the department, college and university of the proposed hire;
- the potential contribution to campus equity and diversity of the potential hire;
- the likelihood of finding a better or similarly-qualified candidate if a search was conducted; and
- the funding sources for this hire

Once approved, the Office for Faculty will create a posting to which the candidate will apply and then the department will submit a hiring proposal with all of the required documentation including:

1. Current Candidate CV
2. Draft of the offer letter to the candidate;
3. 3 letters of recommendation
4. Report of Department Faculty Vote
5. Approval of the waiver