EMORY UNIVERSITY | Office of the Provost

FACULTY COMPETITIVE SEARCH WAIVER GUIDANCE

OVERVIEW

In adherence to University policy and procedures and applicable state and federal law, Emory has obligations that are two-fold: 1) to ensure equal opportunity [and not discrimination] in our hiring process and 2) to maintain records to document a fair and compliant search process. Primarily, rigorous and comprehensive national searches must be conducted to fill all faculty lines, as outlined in Policy 4.6 (link provided here). However, under limited circumstances, a department may seek approval to waive the competitive recruitment search requirement by submitting a search waiver request.

A search waiver request is a formal request for approval to hire an individual for a specific academic appointment without conducting a search or open recruitment. A search waiver request will only be considered for the following reasons:

- **External Search Agency** – Used when a department has utilized an external search agency to conduct an open search for the position. Documentation is required.
- **Faculty Evergreen Search** – Used when a department has identified a candidate through an Evergreen Search via iCIMS. The Evergreen requisition number must be listed for audit purposes.
- **Interdepartmental Promotion/Reclassification** (Faculty Only) – Used when there has been a change in appointment (e.g., track change, part-time to full-time status, etc.)
- **Interfolio / Facet Open Search** – Used when a department has conducted an open search via Interfolio. The Interfolio requisition number and link must be documented.
- **Special Emergency Need (Hire within 2 weeks)** – Used to alleviate a critical and ongoing need that a department could not have foreseen and has no control over (e.g., faculty attrition, emergency teaching/clinical need, etc.)
- **Spousal Hire with Approved Documentation** – Used when recruitment/retention may be assisted by the appointment of an accompanying spouse/partner. Every spousal hire must meet the qualifications and criteria for the appointment. A spousal hire is contingent on ultimate employment or retention of an associated individual, but is otherwise of indefinite duration.
- **Target of Opportunity/Uniquely Qualified** (Faculty Only)

EMINENT SCHOLAR SEARCH WAIVERS A Uniquely Qualified Eminent Scholar hire is an individual, typically an eminent scholar or leader in their field, whose distinctive qualifications and extraordinary accomplishments will contribute significantly to the excellence of the academic mission of the University. It is expected that this category of search waivers will be used rarely to appoint professors, and rarer still, to appoint junior faculty members. Defined criteria, as outlined by the associate deans of faculty at each school, must be met to qualify for a search waiver, and the individual hired must meet the criteria for the appointment.

Eminent Scholar search waivers will be reviewed on a case-by-case basis by the Office of Faculty Affairs. **Search waiver requests must include specific and detailed justifications, including evidence of the individual's academic stature (scholarly contributions or stature in the creative arts, membership in academies, endowed chair or professorships, citations, reviews, and awards, etc.).** The candidate must meet, at a minimum, at least two-thirds (2/3) of the defined criteria as outlined by the school.