



## Search Waiver Procedure for UNT Faculty Positions

The University of North Texas System and its component institutions are committed to equal opportunity and comply with all applicable federal and state laws regarding nondiscrimination. The University of North Texas System and its component institutions do not discriminate on the basis of race, color, sex, sexual orientation, gender identity, gender expression, religion, national origin, age, disability, genetic information, or veteran status in its application and admission processes, educational programs and activities, and employment practices.

The University of North Texas is committed to providing equal opportunity in employment through inclusive, non-discriminatory open recruitment and hiring practices. All university departments and units are expected to maintain compliance with all applicable federal and state statutes, regulations and orders pertaining to nondiscrimination, and equal opportunity. In rare circumstances, and on a case-by-case basis, a department may make the decision not to use an open, competitive search process. Note, search waivers only waive the external search requirement. Even when filling a position with an approved search waiver, the position must still be posted on the UNT careers job site.

Following are guidelines for circumstances where waivers of open searches may be considered for faculty hiring. These exceptions should be used sparingly and can be highly criticized by the Department of Labor, which could potentially lead to violations of federal regulations. Exceptions from full search procedures are therefore only permitted with appropriate justification as determined by the Office of the Provost, and in consultation with the Office of Human Resources. This process should not be used to circumvent University equal employment policies, procedures, and goals but rather to further department and other institutional priorities when they are in the best interests of the university.

For more information regarding the Search Waiver process, please contact the Office of Academic Resources at [academic.resources@unt.edu](mailto:academic.resources@unt.edu) or 940-565-2496 for questions and/or assistance with completing this form.

Guidelines for requesting a waiver of open, competitive search:

- Each request should be submitted on the approved waiver request form.
- The candidate for the position must be qualified for the position.
- This procedure should generally apply to no more than 5% of all hires made by the college or department per year.
- No verbal or written offers should be made to any candidate until final approvals of the waiver request form are granted.



## Waiver Request Form: Search for Faculty Personnel

Date: \_\_\_\_\_

### Approvals:

College: \_\_\_\_\_ Department: \_\_\_\_\_

Appointment Title/Rank: \_\_\_\_\_ Position Number: \_\_\_\_\_

Proposed 9-month Base Salary: \_\_\_\_\_ Proposed 12-month Base Salary (as applicable): \_\_\_\_\_

Appointment Date: \_\_\_\_\_ FTE: \_\_\_\_\_

Funding Source & Percent: \_\_\_\_\_ Fund: \_\_\_\_\_ % Distribution: \_\_\_\_\_

If grant funding, Name of Grant: \_\_\_\_\_

Position Type:      Replacement Position      Temporarily Funded      New Position

### Candidate Information:

Name: \_\_\_\_\_

Current UNT Employee:    Yes    No    If yes, will new or continued UNT Visa Sponsorship be needed?    Yes    No

If yes: UNT ID \_\_\_\_\_ Title: \_\_\_\_\_ Dept: \_\_\_\_\_

Was the candidate identified through a current search?    Yes, Posting Number: \_\_\_\_\_    No

*Please include a copy of the candidate's CV with the submission of this form.*

**Once completed and the Chair and Dean have signed, please send to Academic Resources:**  
[academic.resources@unt.edu](mailto:academic.resources@unt.edu)

### Type of Waiver:

For all requests, describe in the boxes below why a waiver of search is being requested. All justification statements should also include the following:

- The circumstances related to the appointment.
- The rationale for selecting the candidate.
- The candidate's qualifications and experience as they relate to the position.
- All recruitment processes undertaken, including if applicable, the names and position titles of other interested applicants, their credentials, and a rationale for non-selection/consideration (if applicable) of the other applicants.

Check all that apply and use the space below to explain/justify:

**Dual Career Family, Spouse, Civil Union Partner, or Domestic Partner Hire** – involves the appointment of a spouse or partner of an applicant who has been offered a position with the university. UNT recognizes that addressing the needs of dual career couples is an essential part of recruiting and retaining the highest quality faculty. A search waiver may be considered if the successful recruitment or retention of a faculty member is ultimately dependent on an academic appointment for his or her spouse/partner. Dual career hires must meet



the qualifications and standard of excellence for the appointment, and position funding must be available. *The justification should include how the spouse/partner advances the recruitment/retention efforts of the initial hire, and how the spouse/partner meets the qualifications of the position.*

**Target of Excellence/Opportunity Hire** – Involves the appointment of an individual who will contribute significantly to the excellence of the academic mission of UNT through professional distinction, demonstrated outstanding achievements, and significant contributions in the candidate’s field. A waiver may be granted to serve as a recruitment tool to expeditiously hire mission-critical faculty who would otherwise be beyond reach or unavailable. A Target of Excellence or Opportunity Hire waiver does not consider race, sex, gender or national origin. *The justification must include a statement on the candidate’s unique professional distinction, outstanding achievements, and significant contributions in the candidate’s field and how they will benefit the university.*

**Grant Award/Contract Requirement** – Involves the appointment of a candidate(s) specifically named in a grant award or contract. This waiver is appropriate for key personnel and scientific faculty funded by grant awards. *The justification must include information about the grant award or contract, including the title, principal investigator(s), sponsor, etc.; and any unique responsibilities justifying the request.*

**Reclassification** - A reclassification may be requested when the workload and expectations of a faculty members significantly change on a permanent basis and the current classification. A reclassification can also be requested to change position types or contract types based on documented performance and departmental needs.

**Other** – Please describe and include necessary justification below. This would include requests for waivers of search for candidates identified in a pooled search.

**Justification:**

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**\*Please attached any additional documentation in addition to a current CV for the candidate.**

**Approvals**

Requesting Dept. Chair/Hiring Authority: \_\_\_\_\_

Dean/Executive Dean: \_\_\_\_\_

Assistant Vice Chancellor & Chief Human Resources Officer: \_\_\_\_\_

Provost: \_\_\_\_\_