

Search Waiver Process for Hiring an Academic Senate Ladder Faculty Position

ELIGIBILITY

- Former or current eligible UC President's/Chancellor's Postdoctoral Fellow¹
- Spousal hire (no POP funding)²

Departments seeking to hire an Academic Senate ladder faculty position without an open search will need to request a waiver of open recruitment through the Academic Senate Screening Process. This request is reviewed by the Academic Senate Committee on Academic Personnel (CAP), the Academic Senate Committee on Planning and Budget (CPB), and the Vice Provost for Academic Affairs (VPAA).

DEPARTMENT

Submit the following materials to their dean's office:

- A letter from the department chair to their respective dean, requesting an appointment to a tenure track faculty position. This letter must include the department's favorable faculty vote that explicitly references and analyzes the candidate's connection to the department's academic plan.
- A copy of the candidate's CV.
- A copy of the department's academic plan.

DEAN'S OFFICE

Submit the materials above received from the department and letter from the dean (if provided) to Academic Affairs, vpaa_apteam@ucdavis.edu:

- A letter from the dean (optional) If the dean concurs with the department recommendation. The dean may opt to sign the department letter with concurrence, in lieu of writing a detailed letter.

ACADEMIC AFFAIRS

Will forward materials to CAP and CPB for expedited review. CAP reviews the academic qualifications and CPB reviews the candidate's potential fit with the academic plan. The VPAA will review, and Academic Affairs will notify the dean's office of the decision.

FOLLOWING A FAVORABLE DECISION

After the screening, if the search waiver has been approved, the department will upload the appropriate screening materials, along with any other required information into UC Recruit for further review and approval. Once approved in UC Recruit, the department can begin assembling an appointment dossier following the standard procedures and practices for ladder faculty positions (see the [Senate appointment checklist](#)).

Note: A tentative offer of employment can only be made once the VPAA has approved the search waiver. It is also important to ensure the candidate is fully aware of the [campus reference check process](#) conducted for positions that include tenure or security of employment. The chair will need to ask the candidate to sign the "[Authorization to Release Information](#)" form, noting that the reference check must be cleared before finalizing and having the candidate sign the Tentative Offer Letter (TOL). An appointment is only final after it goes through the complete appointment and approval process.

For information about:

¹ UC President's Postdoctoral Fellowship Program including the Faculty Hiring Incentive Program, see their site here: <https://ppfp.ucop.edu/info/>.

² Spousal Hires (with POP funding), guidelines are available to Dean's Offices through the [POP Request](#) page. - Target of Excellence (TOE) recruitments, see their site here: <https://academicaffairs.ucdavis.edu/target-of-excellence>