

Recruitments, Search Waivers, Exemptions	Notes		Dean's Review			Committee		Academic Affairs Review		
	Prior VP approval required	Duration limit (months)	Department	Dean's Staff	Dean	VP - Academic Affairs Staff	Academic Senate/CAP	VP - Academic Affairs Staff	Assoc VP - Academic Affairs	VP - Academic Affairs
Recruitments (UC Recruit)										
Search Plan - Junior Specialist positions ³			I/R	RP	R/R			RP	A	
Search Plan			I/R	RP	A					
Shortlist Report - Non-Senate/Other Academics			I/R	RP	A					
Shortlist Report – Librarians, preliminary interviews			I/R	RP	R/R			RP	A	
Shortlist Report - Senate			I/R	RP	R/R				A	
Search Report			I/R	RP	A					
Search Waiver Pre-approvals (Electronic Form Submission or Email)										
POP - Senate (Electronic Form Submission page)			I/R	RP	R/R	RP	R/R	RP		A
Senate Spousal Hire Request without POP funding (email)			I/R	RP	R/R	RP	R/R	RP		A
POP - Non-Senate/Other Academics (Electronic Form Submission page)			I/R	RP	R/R			RP		A
Target of Excellence (Email)			I/R	RP	R/R	RP	R/R	RP		A
President's and Chancellors' Postdoctoral Fellowship Recipients (Email)			I/R	RP	R/R	RP	R/R	RP		A
Other (Email)			I/R	RP	R/R	RP	O	RP		A
Search Waivers - Senate (UC Recruit)										
Spousal/Partner Hire	X ¹	NA	I/R	RP	R/R			RP		A
Target of Excellence	X	NA	I/R	RP	R/R			RP		A
President's and Chancellors' Postdoctoral Fellowship Recipients	X	NA	I/R	RP	R/R			RP		A
Other	X ⁴	TBD	I/R	RP	R/R			RP		A
Search Waivers - Non-Senate/Other Academics (UC Recruit)										
Search Waivers for Junior Specialist positions ³			I/R	RP	R/R			RP	A	
Emergency Hire - Junior Specialists		2	I/R	RP	R/R			RP	A	
Emergency Hire - All other Non-Senate/Other Academics		12	I/R	RP	R/R			RP	A	
Urgent Patient Care Need		TBD	I/R	RP	A					
Spousal/ Partner Hire--main hire must be a Senate member, in a senior leadership position (e.g., faculty administrator or SMG) or a Specialist in CE	X ²	TBD	I/R	RP	R/R			RP	A	
Continuation of Training		18	I/R	RP	R/R			RP	A	
PI/Co-PI/Leadership Status		TBD	I/R	RP	A					
Research Team		TBD	I/R	RP	A					
Multiple Affiliated Employers		TBD	I/R	RP	A					
Other	X ⁴	TBD	I/R	RP	R/R			RP	A	
Exemptions (UC Recruit)										
Category 1: Non-salaried (0% time) and Without Salary (WOS) Appointments			I/R	RP	A					
Category 2: Salaried Visiting Appointments			I/R	RP	A					
Category 3: Recall Appointments for Retired Academics			I/R	RP	R/R			RP	O	A
Category 4: Concurrent Academic Appointment			See delegation for appointment via change in dept/title							
Category 5: Faculty Administrator Titles at Less Than 100% and Interim / Acting Positions			See delegation for appointment into administrator title ⁵							
Category 6: Lecturer in Summer Session			Please refer to Dean's Office process ⁵							
Category 7: Internal Hires (Change in Series/Title)			I/R	RP	R/R			RP	O	A
Other	X ⁴	TBD	I/R	RP	R/R			RP	O	A

A:	Approval Authority
RP:	Review for adherence to policy
I/R:	Initiate Action/Recommend
R:	Review
R/R:	Reviews/Recommends
O:	Optional Ad Hoc or Standing Committee review

¹ Pre-approval is required prior to submitting the search waiver, regardless of POP funding.

² If POP funding is requested, complete POP request located on the [Electronic Form Submission](#) page prior to submitting the search waiver. If the spousal hire is Non-Senate and no POP funding is requested, the search waiver may be submitted without preapproval.

³ Pilot non-redelegated through academic year 2019-2020.

⁴ Pre-approval from Academic Affairs is required before submitting the exemption or search waiver request in UC Recruit.

⁵ Exemption request **not** required to be submitted in UC Recruit.