

UCR Academic Recruitments

Search and Search Waiver Requirements – effective 4-16-12

A. Ladder Rank Professor Series (Includes Assistant Professors, Associate Professors, Full Professors), Agronomist in the Agricultural Experiment Station , Specialist in Cooperative Extension and Librarian		
Search Required	No Search Required	Search Waiver Required
* Guideline One search is required for all appointments regardless of percentage of appointment.	* When the faculty appointment is made in conjunction with a Faculty Administrator appointment (See APM 240, 241 & 246).	* Spousal Hire * Target of Excellence * Eminent Scholar * If hired as part of an initial complement or retention package. * When there is a change in the percentage and/or transition of a non-senate appointment to a senate appointment (Limited to Professional Researcher Series, Cooperative Extension Specialist and Agronomist titles).
B. Adjunct Professor Series		
Search Required	No Search Required	Search Waiver Required
* Guideline Two search is required for all appointments regardless of percentage and length of appointment.	* For WOS appointments. * If the appointee brings 100% of his/her own extramural support. * Senate faculty transferring to a non-senate title.	* Emergency situations (There is not enough time to conduct a recruitment) normally less than two months until employment begins. The waiver is limited to no more than one year. * Spousal Hire * If hired as part of an initial complement or retention package.
C. Professional Researcher Series		
Search Required	No Search Required	Search Waiver Required
* A Guideline Two search is required for all appointments regardless of percentage when it is apparent that the initial appointment will be for at least two years (cumulative years/service apply). * A Guideline Two search is required after two years if an initial search was not completed (cumulative years/service apply). * Forced breaks in employment/service for the purpose of avoiding the search requirements are prohibited.	* For WOS appointments * If the appointee brings 100% of his/her own extramural support (If appointee is no longer self funded after two years, a search is required). * If a senate faculty transfers to a non-senate title. * If a split appointment on extramural funds occurs and a recruitment or waiver for the primary/initial appointment was completed. * For a change in series to another similar research series if a waiver or recruitment was done for initial appointment in another research series (i.e. Researcher to Project Scientist, Specialist etc.); otherwise refer to new series requirement.	* If appointee is not self funded and the appointment will extend beyond two years (cumulative years/service apply). Under exceptional circumstances a three month waiver may be approved with justification then a search is required. * Spousal Hire * If hired as part of an initial complement or retention package.
D. Project Scientist Series		
Search Required	No Search Required	Search Waiver Required
* A Guideline Two search is required for all appointments regardless of percentage when it is apparent that the initial appointment will be for at least two years (cumulative years/service apply). * A Guideline Two search is required after two years if an initial search was not completed (cumulative years/service apply). * Forced breaks in employment/service for the purpose of avoiding the search requirements are prohibited.	* For WOS appointments * If a split appointment on extramural funds occurs and a recruitment or waiver for the primary/initial appointment was completed. * For a change in series to another similar research series if a waiver or recruitment was done for initial appointment in another series (i.e. Project Scientist to Researcher); otherwise refer to new series requirement.	* If appointee is not self funded and the appointment will extend beyond two years (cumulative years/service apply). Under exceptional circumstances a three month waiver may be approved with justification then a search is required. * Spousal Hire * If hired as part of an initial complement or retention package.

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E. Specialist Series		
Search Required	No Search Required	Search Waiver Required
<ul style="list-style-type: none"> * A Guideline Two search is required for all appointments regardless of percentage when it is apparent that the initial appointment will be for at least two years (cumulative years/service apply). * A Guideline Two search is required after two years if an initial search was not completed (cumulative years/service apply). * Forced breaks in employment/service for the purpose of avoiding the search requirements are prohibited. 	<ul style="list-style-type: none"> * For WOS appointments * If a split appointment on extramural funds occurs and a recruitment or waiver for the primary/initial appointment was completed. * For a change in series to another similar research series if a waiver or recruitment was done for initial appointment in another series (i.e. Specialist to Project Scientist, Researcher, etc.); otherwise refer to new series requirement. 	<ul style="list-style-type: none"> * If appointee is not self funded and the appointment will extend beyond two years (cumulative years/service apply). Under exceptional circumstances a three month waiver may be approved with justification then a search is required. * Spousal Hire * If hired as part of an initial complement or retention package.
F. Academic Administrator Series		
Search Required	No Search Required	Search Waiver Required
<ul style="list-style-type: none"> * Guideline One search is required for all appointments regardless of percentage of appointment or funding. 	<ul style="list-style-type: none"> * For WOS appointments * If a split appointment occurs and a guideline one recruitment for the primary/initial appointment was completed. * For a change in series occurs and a guideline one recruitment for the initial/previous appointment was completed. (i.e. Academic Coordinator to Academic Administrator.) 	<ul style="list-style-type: none"> * Emergency situations (There is not enough time to conduct a recruitment) normally less than two months until employment begins. The waiver is limited to no more than one year * Spousal Hire * If hired as part of an initial complement or retention package.
G. Academic Coordinators Series		
Search Required	No Search Required	Search Waiver Required
<ul style="list-style-type: none"> * Guideline One search is required for all indefinite appointments regardless of percentage of appointment. * A Guideline Two search is required for all other appointments regardless of percentage when it is apparent that the appointment will be for at least two years (cumulative years apply). Forced breaks in employment/service for the purpose of avoiding the search requirements are prohibited. 	<ul style="list-style-type: none"> * For WOS appointments * If a split appointment occurs and a search was completed for the primary/initial appointment. * If a change in series occurs then the same rules for split appointment above applies. (i.e. Academic Administrator to Academic Coordinator or Research to Academic Coordinator). 	<ul style="list-style-type: none"> * Emergency situations (There is not enough time to conduct a recruitment) normally less than two months until employment begins. The waiver is limited to no more than one year * Spousal Hire * If hired as part of an initial complement or retention package.
H. Lecturers – Unit 18		
Search Required	No Search Required	Search Waiver Required
<ul style="list-style-type: none"> * A Guideline Two search is required for all initial appointments within a unit/department. * A search is required for all reappointments if there is more than a three quarter break in service. * A search is required if the appointee previously was hired on a waiver(s) for a maximum of three quarters. 	<ul style="list-style-type: none"> * For reappointments if there is less than three quarter break in service. 	<ul style="list-style-type: none"> * Emergency situations (there is not enough time to conduct a recruitment) normally less than two months until employment begins. Waiver(s) are limited to no more than a maximum three quarters. * Spousal Hire
I. Lecturers – LSOE/PSOE		
Search Required	No Search Required	Search Waiver Required
<ul style="list-style-type: none"> * Guideline One search is required for all appointments. 	<ul style="list-style-type: none"> * When an appointee is currently employed by UCR in a senate title. 	<ul style="list-style-type: none"> * Spousal Hire * If hired as part of an initial complement or retention package. * When there is a change from part-time to full-time LSOE/PSOE appointment.

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J. Visiting Titles		
Search Required	No Search Required	Search Waiver Required
<p>* A Guideline Two search is required for all Visiting Professor Series and Librarian appointments which are full time for one year or more.</p> <p>* For part time Visiting Professor Series appointments search requirements may vary by college.</p>	<p>* For WOS appointments.</p> <p>* For all other titles with a visiting prefix.</p>	<p>* Spousal Hire</p> <p>* If hired as part of an initial complement or retention package.</p> <p>* Emergency situations (there is not enough time to conduct a recruitment) normally less than two months until employment begins.</p> <p>Waiver(s) are limited to no more than a maximum three quarters.</p>