



UNIVERSITY OF
GEORGIA

Equal Opportunity Office

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July 13, 2021 (UPDATE)

TO: Faculty Affairs Liaisons

FROM: Kieran B. Morrow, J.D., CAAP
Disability/EE Specialist

RE: Qualtrics Search Waiver Request Form

Beginning **Monday, June 7, 2021**, the Equal Opportunity Office invites campus to utilize our [online Search Waiver Request Form](https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_8iiD0KZPKE8EzSC) to request faculty search waivers. The URL is https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_8iiD0KZPKE8EzSC. It also can be reached through [the EOO homepage](#) by clicking the “Search Waiver Request Form” button below the “Expect Respect” logo.

EOO believes that this form will be more convenient for campus than email submissions, and it will enable us to organize and review different metrics regarding waiver requests. Please use this form to request search waivers and exceptions of all types, including rank conversions and internal and/or expedited postings (for more information on the types of search waivers available, please see [EOO’s webpage on Search Exceptions and Faculty or Administrative Search/Screen Committees](#)).

SEARCH WAIVERS

Users will be asked to enter the general information previously provided for waiver requests: the name of the department or unit head/dean requesting the waiver, the full name and proposed faculty rank of the appointee, and the effective date of the appointment. For part-time appointees, please provide the weekly hours or FTE; for administrative add-ons, please provide the appointee’s current faculty rank. Please have all necessary information on hand, as partial submissions cannot be saved or retrieved.

Users will need to upload the following documents for all waivers that are not public service rank conversions or limited-term appointment renewals:

- 1) The appointee’s CV;
- 2) Critical hire approval (not applicable to part-time or administrative add-on waivers);
- 3) A justification memorandum explaining:

- a. the need for the hire (please feel free to use the justification from the approved critical hire submission)¹ and
- b. why an external search is unlikely to result in a more qualified candidate.

Please note that EOO is in the process of creating justification memorandum templates for most waivers; we will provide you with links via email.

- 4) The primary spouse's or partner's offer letter (dual career waivers only); and
- 5) Provost approval (third-year limited term renewals only).

Administrative add-on justification memoranda should provide (1) a summary of the duties and responsibilities of the position, (2) an explanation of how the appointee was selected (call for interest, call for nominations, etc.). EOO approval is **not** required for any administrative add-on position below department head (*e.g.*, assistant/associate head, graduate/undergraduate coordinator, etc.). Please note that not all center, institute, or program directorships require EOO approval; before submitting a waiver request for a directorship administrative add-on, please email ugaeoo@uga.edu.

Justifications for **public service rank conversions** only need to state that the appointee obtained the requisite advanced degree; relevant units do not need to make any changes to the justification memorandum format already in use. Conversions from post-doc to assistant research scientist require proof that the appointee was hired into their post-doc position via competitive search; if you do not have a posting, please [reach out to the Office of Post-Doctoral Affairs for assistance](#). Please email ugaeoo@uga.edu before submitting a request for any other type of rank conversion.

SEARCH EXCEPTIONS

For **truncated** (less than 31 days) search waivers, the justification memorandum should set forth the emergency basis for the request (such as an unexpected retirement or departure). **Internal search** (*i.e.*, the applicant pool is restricted to current UGA, school, or department employees) waivers are available only for administrative add-on positions; **searches for full-time permanent positions may not be restricted to current UGA employees**. The justification memorandum for an internal search should explain briefly why external candidates are unlikely to be more qualified than any internal candidates. Please remember that the fact that an external candidate might have a longer learning curve than an internal one is not sufficient to justify an internal search.

Please remember that search waivers are to be used sparingly and that the default and expectation at UGA is a robust, competitive external search.

¹ For part-time employees, the justification memorandum should (1) identify the courses the appointee will be teaching, (2) explain why the hire is necessary (*e.g.*, to substitute for faculty who departed or are going on leave, to assist another faculty member, to cover increased enrollment or teach specialty courses, etc.), and (3) provide a brief summary of the appointee's qualifications. Two examples of part-time justification memoranda have been distributed with this email. For full-time positions, please feel free to use the justification from the critical hire approval.

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If you have any questions or encounter any difficulties, please do not hesitate to call us at 706-542-7912 or email ugaeoo@uga.edu, using the subject header "Waiver Issue." We appreciate your partnership!

cc: Carly Surratt
Tina Weidemann
Mike Gorman
Lindsey Sessions