

**Request for Faculty Search Exemption**  
The University of Tennessee at Chattanooga

Department/Unit: \_\_\_\_\_ Date: \_\_\_\_\_

Exemption for (Name): \_\_\_\_\_

Has candidate previously been approved for an exemption? Yes - Date: \_\_\_\_\_ No

Rank/Title: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date (if applicable): \_\_\_\_\_

Submitted by: \_\_\_\_\_ Phone #: \_\_\_\_\_

**An exemption from the faculty hiring procedures is requested for the above individual for the following reason(s): (Please indicate all that apply). Approved search exemptions are authorized for one (1) academic year unless otherwise indicated.**

Temporary non-renewable appointment including visiting faculty, visiting summer session appointments, and research assistants.

Postdoctoral appointment as research associate, generally for no more than three years.

Research faculty position, non-tenure-track. The individual should serve as principal or co-principal investigator of an approved research grant that specifically designates extramural salary support. Exemption period may be based upon grant specifications, generally for no more than three years.

Promotion in Place/Reclassification. Change in the title and/or responsibilities of a current faculty member where the change involves expanding or restructuring an existing position and not establishing a new position (does not apply to promotions of faculty members who hold tenure-track appointments).

Unique qualifications and/or situations that make a search counterproductive. Documentation of the qualifications must be attached, with supporting information included in the justification letter.

Accompanying Spouse. Necessary to recruit a successful candidate identified in a pre-existing search or to retain a current faculty member with demonstrated success in accomplishing performance goals and objectives. Exemption must be supported in writing and by the programmatic needs of the employing department of the faculty member and of the accompanying spouse. Endorsement of the Provost is necessary for this type of exemption.

**Requests for exemptions must include the following documents with this completed form:**

1. A formal justification letter/rationale from the department head or dean, demonstrating the need and urgency for a search exemption, including factors such as history of recruitment for the position, failed search(es), etc.
2. Candidate Resume/CV (and spouse resume/CV, if spousal appointment)
3. EEO Data Form completed by candidate (and spouse, if spousal appointment)

**Signatures of Approval:**

Dean: \_\_\_\_\_ (Route to OEI Office after dean's signature)

Dean: \_\_\_\_\_ (if spousal hire involves second college)

Provost or Designee: \_\_\_\_\_

OEI Director: \_\_\_\_\_