

University of Central Florida
Office of Institutional Equity
Guidelines for Exemptions from Posting
(the form appears following these instructions)

The University of Central Florida posts all vacancies in the UCF Job Listing through Human Resources. UCF OIE approves exemptions to this practice in specific situations that support the Affirmative Action Plan or provide other benefits to the university.

Categories of Exemptions	Special Notes
1. Interim or visiting appointment, duration no longer than one year.	No form needed in hiring file.
2. Named in grant	
3. Position .50 FTE or less	No form needed in hiring file.
4. Internal Search	
5. Vacancy filled by successful participants in designated, university-approved professional development programs	OIE pre-hire approval required.
6. UCF Faculty Recruitment Program	OIE, Faculty Excellence, and Human Resources pre-hire approval required on "UCF Faculty Recruitment Program Nomination Form" (contains automatic posting exemption). No form needed in hiring file.
7. Appointment made in the best interest of the university	Provost/Dean/Vice President and OIE pre-hire approval required.

Process for Authorization of Exemptions

1. Hiring Officials should complete the "Request for Exemption from Posting" form in applicable cases. This document should be uploaded to the selected candidate's Workday profile for OIE review when designated by faculty or A&P hiring procedures.
2. When an exemption requires no form, the Hiring Official may transmit the credentials for post-hire review. Examples: Exemptions **1, 3, and 6**. The Employment Agreement that is maintained in the new hire's department personnel file clearly indicates when an appointment is time-limited to one year or when it is to be .50 FTE or less. For Exemption **#6**, an approved UCF Faculty Recruitment Program Nomination form represents approval for exemption from posting as well.

3. Exemptions **5** and **7** require OIE pre-approval.
 - a. Exemption **5**: Successful participants in employee developmental programs are those individuals who have completed the activities involved. Such programs include (but are not limited to) the Leadership Enhancement Program. Departments should save this form and then complete it. Re-save the form in its fillable PDF format and transmit it electronically to oie@ucf.edu with a request to review. OIE will validate the candidate's status and respond to the college/unit. If OIE indicates approval, the Exemption form then must be uploaded to the selected candidate's Workday profile for OIE review at time of offer.
 - b. Exemption **7**: Departments should save this form and then complete it. Add information regarding the University goal met if Provost/Dean/Vice President and OIE approves an exemption from posting, using the space for "Support" information. Re-save the form in its fillable PDF format and transmit it electronically to oie@ucf.edu with a request to review. OIE will review the information and respond to the college/unit. If the designated Provost/Dean/Vice President and OIE indicate approval, the college/unit should upload the approved Exemption form to the selected candidate's Workday profile for OIE review at time of offer.
4. When Exempt **2** or **4** is used, appropriate documentation is required. Electronically submit as a PDF to oie@ucf.edu.
 - a. Exemption **2**: the individual named in the grant must be the Principal Investigator or play a significant role in administration or research. OIE normally will consider "significant" as .51 FTE or greater assigned to the grant. "Administration or research" excludes positions for which local recruitment is normally conducted, such as professional, office administration, technical/paraprofessional, or similar. The hiring official must provide the approved budget documentation (cover page and line item where the individual is named) along with the exemption form. The approved Exemption form should be uploaded to the selected candidate's Workday profile for OIE review at time of offer.
 - b. Exemption **4**: selections made following internal searches are documented with materials listed in the Internal Search Guidelines issued by OIE. The documentation is uploaded to the selected candidate's Workday profile for OIE review at time of offer.

Summary

This exemption is provided within the structure of the university's responsibility to conduct a search for all vacant positions. Final approvals will be based on this principle.

University of Central Florida
REQUEST FOR EXEMPTION FROM POSTING
 Faculty and Administrative & Professional Positions

Candidate's Name:

Position Title:

Position #:

College or Division:

Department or unit:

Hiring Official's Name, Title, and Approval Signature:

Hiring Official's Next Level Supervisor's Name, Title, and Approval Signature:

Hiring Official's Provost, Dean, or Vice President's Name, Title, and Approval Signature:

NOTE: If the Next Level Supervisor and the Provost, Dean, or VP are the same, sign in both areas)

Exemptions based on nature of the position	
Check One:	Reason
N/A	1. Interim or visiting appointment, duration no longer than one year. No form needed: information is displayed in terms of employment on the Employment Agreement.
	2. Named in a grant. Attach page from approved budget displaying candidate's name, title, FTE, and salary.
N/A	3. Position .50 FTE or less. No form needed; information is displayed in terms of employment on the Employment Agreement.
	4. Internal search (refer to <u>Internal Search Guidelines</u> issued by OIE)
Exemptions in the best interest of the university (Check applicable reason)	
	5. Vacancy filled by successful participants in professional developmental programs. Forward electronically to OIE for review in advance of initiating the hiring process. _____ Leadership Enhancement Program _____ Other (Describe) _____
N/A	6. UCF Faculty Recruitment Program (per Provost's Guidelines). Upload approved UCF FRP Nomination Form to selected candidate's profile in Workday.
	7. Appointment made in the best interest of the university. Support documentation is required. Forward electronically to OIE for review in advance of initiating the hiring process.
Supporting Statement for Request, Item 7 (Forward separately, if necessary)	

Email completed, approved form and support documentation, if applicable, to OIE for review: oie@ucf.edu.

Reviewed by UCF Office of Institutional Equity (UCF OIE):
Name and Signature of Approver/Date of Approval:

UCF OIE 4/16, 5/17, 7/19, and 7/22