

Request for Exemption of Regular Staff Search
The University of Tennessee at Chattanooga

Department/Unit: _____ Date: _____

Exemption for (Name): _____

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

Position/Title: _____

Start Date: _____ End Date (if applicable): _____

Submitted by: _____ Phone #: _____

An exemption from the regular staff 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) year unless otherwise indicated.

Limited Duration Appointments. Annually renewable for a maximum appointment length of three years

Athletics Expedited Hire. Documentation of the search process must be attached, with supporting information included in the rationale

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

Accompanying Spouse. Necessary to recruit a successful candidate identified in a pre-existing search or to retain a current employee 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 employee and of the accompanying spouse.

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

1. A formal justification letter/rationale from Department Head/Director 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:

Department Head/Director: _____ Date: _____

Vice Chancellor: _____ Date: _____

OEI Director: _____ Date: _____

AVC Human Resources: _____ Date: _____