



Limited Duration Appointment Process (Staff Positions Only)

Per UT System Policy [HR0101](#), a Limited Duration Appointment (LDA) may be established for up to one year with an option to renew the appointment annually for a maximum of three years. Since this type of hire occurs outside of Taleo, HR will need the following to process the hire:

1. If LDA is a new position, please submit a [Classification Request](#) and [Position Description](#).
2. If a full search is not conducted, a search exemption and EEO form must be approved by the Office of Equity and Inclusion:

[Fillable Exemption Request Form - Staff](#)

[EEO Form for Exemptions - 2020](#)

Please note that a CV and justification letter must accompany the completed Request for Exemption form. All materials should be emailed to oed@utc.edu.

3. Completed [Initial Hire/Rehire](#) (new employees) or [Personnel Change](#) Form (current employees).
4. Resume to confirm candidate's qualification for the position.
5. HR will send candidate a direct link to complete the consent for a background check.
NOTE: It is no longer necessary for the candidate to complete paper background check form.
6. HR will provide a draft LDA offer letter for review and approval once the hiring details are confirmed.

NOTE: A verbal job offer should not be extended until the Initial Hire/Rehire or Personnel Change Form is approved, and the background check is complete. HR will notify hiring manager when an offer may be extended.

NOTE: A full search will need to be conducted in Taleo in order to fill the position as a regular, non-LDA position. The recruitment process would need to occur well in advance of the LDA end date.

Questions regarding Limited Duration Appointments should be directed to the Employment Specialist for your Division.