

## Procedure for Requesting Exceptions to Faculty Recruitment Policies

August 24, 2001

Because it is critical to preserve the integrity of the recruitment process and to ensure the institution meets its legal obligations, Departments are required to maintain practices and procedures that are consistent with University policy. If an exception to the established recruitment and appointment policies is required, the following procedure will be used.

- In the event that an exception is required, a Department may REQUEST approval, in writing, PRIOR to proceeding with the recruitment and/or appointment.
- For Temporary Faculty Pool recruitment, the request shall be directed to the Dean/Director, with a copy to Academic Personnel Services.
- For all other recruitments, the request shall be directed to Academic Personnel Services, with a copy to the Dean/Director.
- The request should state the reasons for the exception and request a specific remedy. It is useful for the Department to also outline any proposed corrective actions needed to avoid future requests, e.g. revising the qualification code for a particular course.
- The request will be reviewed and additional documentation may be required. The Dean/Director may wish to consult with APS to ensure consistent and fair application of recruitment procedures.
- The Dean/Director, or APS, will respond in writing to the request. If remedial action is required to bring the Department's procedures in line with University recruitment policy, it will also be specified. Departments will endeavor to take corrective action no later than the next recruitment cycle, or with the next search.
- Once the Department has received the written response, it may continue with the recruitment/appointment process.
- The Dean/Director or APS, as appropriate, is responsible for maintaining all relevant documentation of any requests for exceptions and the written responses. For recruitments that APS oversees, this documentation will be kept in the search file.

Any questions should be directed to Academic Personnel Services, extension 5086.