

Tulane University  
Office of Academic Affairs & Provost  
**Search Waiver Policy for Faculty Appointments**

## Overview

Equity, diversity, and inclusion (EDI) are cherished values at Tulane and critical components of our commitment to excellence. Tulane University's commitment to diversity, equal opportunity and nondiscrimination recognizes that a diverse academic employee workforce enhances our academic mission of teaching, research, and service. This commitment to fair and equitable hiring is intergraded into our recruitment operations and memorialized in our policies and practices. As stated in our Faculty Handbook, at a minimum, a national search is required for all full-time Tulane faculty appointments.

**OPEN SEARCHES ENSURE THE MOST QUALIFIED CANDIDATE IS FOUND, COMPLIES WITH OUR GOALS AND POLICIES, AND IS THE LAW.**

Full and open national searches are also required by law. As an employer and federal contractor, Tulane University is required to provide equal employment opportunities and to identify and address underutilization of protected classes, including women, underrepresented minorities, individuals with disabilities, and protected veterans in our academic job groups. Conducting full and open searches for academic employment positions supports Tulane University in fulfilling these requirements under federal and state laws.

## When to Request to Waive the Normal Search Process

In rare circumstances, and on a case-by-case basis, the requirement of conducting an open search prior to review for appointment may be waived. Although compliance with employment and other federal laws determine the boundaries of search waivers, the content is driven by the University's dedication to recruiting a high-quality academic workforce as well as addressing its affirmative action goals. At a minimum, individuals under consideration must meet the high expectations for employment at Tulane University.

The following are broad guidelines for circumstances when a waiver for an open search may be considered. Each are also "Reason Codes" in Interfolio. Not all reason codes are applicable at Tulane.

1. **Spousal/Partner Hire:** Tulane University recognizes that addressing the needs of dual career couples is an essential part of recruiting and retaining the highest quality faculty. A search waiver may be considered if the successful recruitment or retention of a faculty member is ultimately dependent on an academic appointment for his or her spouse/partner.
2. **Target of Excellence/Opportunity Hire:** for cases where there is an unusual opportunity to hire an individual whose distinctive qualifications and extraordinary promise or accomplishments will contribute significantly to the excellence of the academic mission of the University. In all cases, the individual would be on the short list of top candidates if an open search was conducted, would be highly sought after by peer institutions, and may be

on the market for a very limited time period.

3. **Individual Named in Grant or Offer Letter:** when a candidate is either specifically named in a contract or grant or has unique qualifications for a position funded by the contract/grant.
4. **Specialist:** Very difficult and rare specialty for which there are few people who fit the need.
5. **Emergency Hire:** Provider leaves with little or no notice and there is an urgent need for patient care.
6. **Research Team:** when a candidate is part of an existing research team of a new faculty member.
7. **Custom**
  - a. **Search Firm:** A search waiver may be considered when the unit plans to hire a search firm to fill a faculty vacancy.
  - b. **National or Field-Specific Hiring Association:** A search waiver may be considered when the candidate pool is found exclusively through recognized national associations which collect prospective applicant credentials for the purpose of connecting them with potential employers or vice versa. (For example: faculty searches in the Law School.)

## Requesting a Search Waiver

Faculty Hiring – including search waivers – are processed through Interfolio. To request a search waiver, the unit must have a valid reason based on the situations outlined above, justification for that reason, and necessary supporting documentation. To get started, please read the instructions on the [Provost Office website](#).

## When is an Open Search Unnecessary or not Applicable?

An open, national search is not necessary for the following:

1. **Adjunct Hires:** No searches are required for Adjunct Hires, which are not full-time faculty positions.
2. **Internal Promotion:** when someone receives a promotion recognizing growth and development in professional skills, knowledge, and responsibility of the potential appointee because it is not a new, full-time faculty hire. (Please note – an earlier full-time faculty appointment must have been the result of an open search or an approved search waiver.)
3. **Change in Organizational Structure:** when there is a change in someone's title required or resulting from an organizational restructure. (Please note – an earlier full-time faculty appointment must have been the result of an open search or an approved search waiver.)
4. **Reinstatement, Returning Employee:** to reinstate a returning full-time faculty member as long as their prior appointment was the result of an open search or an approved search waiver.
5. **Visiting Scholar and Research:** as per the faculty handbook, these are not faculty titles.

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