

SEARCH WAIVER POLICY FOR FACULTY APPOINTMENTS

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.

As an employer and federal contractor, Tulane University is required to provide equal employment opportunity 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.

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.

Following are broad guidelines for circumstances where waivers of open searches may be considered:

- 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:** A search waiver may be considered 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. Grants and Contracts:** A search waiver may be considered 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. Research Team:** A search waiver may be considered when a candidate is part of an existing research team of a new faculty member.

Search waivers are **not required** when a change in title/track is intended to recognize growth and development in professional skills, knowledge and responsibility of the potential appointee. An earlier appointment must have been the result of an open search or an approved search waiver process.

To request a search waiver, please read the instructions and complete the form available on the Academic Affairs website at <https://provost.tulane.edu/academic-affairs/faculty-hiring/faculty-postdoc-hiring-process>.