FACULTY RECRUITMENT and SEARCH PROCESSES

RARF WAIVER PROCESS (in lieu of RARF Step 1)

Refer to the Request for Approval to Recruit/Hire Faculty (RARF) form found on the SOM Finance SharePoint Site.

- Submit completed Request for Approval to Recruit/Hire – Faculty (RARF) form to SOM Finance
- Notate “WAIVER” in the approval area of Step 1 (page 2)
- Checklist items to comprise a complete RARF Waiver Packet: Please submit in the same order as below:

1. Position # (from HCM budget module)
2. Original Memo Requesting Waiver – From Chair through SOM Dean to EEO
3. Candidate’s CV
4. Letters of recommendation (minimum 3 required, stating Rank and Non-Tenure/Tenure track)
5. Interview Evaluations (Although Waiver granted, interview evaluations are needed.)
6. Justification memo for not using a search committee from the Department Chair to the Dean
7. Anticipated Offer Letter (including XYZ verbiage and non-compete clause)
   a. If 75% or greater FTE and Associate Professor or greater rank, include Departmental PTAC letter stating recommended rank and Non-Tenure/Tenure track.)
8. Criminal Background/Sanction check (approval confirmation)
9. Pro Forma (Page 2 of RARF)
10. Any additional supporting documents

RARF Waiver – Approval: SOM Finance returns RARF Waiver to Administrator and delivers RARF Waiver packet to EEO for approval. EEO will return the approved Waiver to Department, signifying that the Department may present Offer Letter to the faculty candidate. EEO/AA notifies HR. and the Department/Center of origin that the recruitment can proceed. SOM Finance notifies SOM Faculty Life Office with copy of RARF showing potential effective date.

All Hiring/Appointment/Credentialing processes may/must now commence. The RARF process does not substitute for or replace any other internal school/research/clinical/business/HR unit processes. See SOM Faculty Life for faculty appointment forms and processes: http://som.uthscsa.edu/faculty/appointment_processes.asp