

**University of Central Florida
Office of Equal Opportunity and Affirmative Action Programs
Guidelines for Exemptions from Posting**

The University of Central Florida posts all vacancies in the UCF Job Listing through Human Resources. Exemptions to this practice are approved in specific situations that support the Affirmative Action Plan or provide other benefits to the university.

Categories of Exemptions	Special Notes
1. Interim or visiting appointment, duration no longer than one year	No form needed!
2. Named in a grant	
3. Position .50FTE or less	No form needed!
4. Internal search	
5. PREP hire	
6. Vacancy filled by successful participants in professional development programs	Pre-hire approval required.
7. Diversity Enhancement Program hire	
8. Appointment made in the best interest of the university	Pre-hire approval required.

Process for Authorization of Exemptions

1. Hiring Officials should complete the “Request for Exemption to Posting” form in applicable cases. This document will accompany the selected candidate’s credentials for review by EO/AA. Refer to the EO/AA Office homepage, tab Forms: <http://www.eeo.ucf.edu/documents/exemption.pdf>
2. When an exemption requires no form, the Hiring Official may transmit the credentials for post-hire review as soon as the file is complete. Examples: Exemptions **1** and **3**. The Employment Agreement that accompanies the file clearly indicates when an appointment is time-limited to one year or when it is to be .50FTE or less.
3. When Exemptions **6** and **8** are used, pre-approval by EO/AA is required.
 - a. Exemption **6**: successful participants in employee development programs are those individuals who have completed the activities involved. Such programs include (but are not limited to) the Employee Educational Leave Program and the Leadership Enhancement Program. Departments should complete the form, including the information on program participation (name of program, dates of participation). Both may be transmitted electronically to eeo@mail.ucf.edu with a request to review. EO/AA will validate the candidate’s status and a response will be returned from EO/AA. If it indicates approval, it will then be included in the employment file submitted for the post-hire review process.

- b. Exemption **8**: Departments should include a supporting narrative with the form. Both may be transmitted electronically to eeo@mail.ucf.edu with a request to review. A response will be returned from EO/AA. If it indicates approval, it will then be included in the employment file submitted for the post-hire review process.
4. When Exemption **2**, **4**, **5**, or **7** is used, appropriate documentation is required.
 - a. Exemption **2**: the individual named in the grant must be the Principal Investigator or play a significant role in administration or research.

“Significant” will normally be considered as .51FTE or greater assigned to the grant. “Administration or research” excludes positions for which local recruitment is normally conducted, such as professional, office administration, technical/paraprofessional, or similar.

The Hiring Official must provide the budget documentation (cover page and line item where the individual is named) along with the exemption form, when the folder is submitted for post-hire review.
 - b. Exemption **4**: selections made following internal searches are documented with materials listed in the Internal Search Guidelines issued by EO/AA. (Reference: <http://www.eeo.ucf.edu/is.html>.) The documentation is included in the folder when submitted for post-hire review.
 - c. Exemption **5**: selections made in accordance with the guidelines of the Provost Research Enhancement Positions (“PREP hires”) are documented with the communication showing the Provost’s pre-approval of this type of line. Letters or e-mails normally supplement the Employment Agreement notation of this status. The information is included in the folder when submitted for post-hire review.
 - d. Exemption **7**: selections made in accordance with the guidelines of the Provost’s Diversity Enhancement program are documented with the communication showing the Provost’s pre-approval of this type of position. Letters or e-mails will suffice. The information is included in the folder when submitted for post-hire review.

Summary

This exemption is provided within the structure of the university’s responsibility to conduct a search for all vacant positions. Final approvals will be based on this principle.

UCF EO/AA 9/11/07

University of Central Florida
REQUEST FOR EXEMPTION FROM POSTING
 Faculty and Administrative & Professional Positions

Candidate's name:
 Position title:
 Position #:
 College or Division:
 Department or unit:
 Hiring official's name, title:

 Hiring Official's Signature

 Date

Exemptions based on nature of the position	
Check one:	Reason
<input type="checkbox"/>	1. Interim or visiting appointment, duration no longer than one year. No form needed ; information is displayed in terms of employment.
<input type="checkbox"/>	2. Named in a grant. Attach page from approved budget displaying candidate's name, title, and salary.
<input type="checkbox"/>	3. Position .50 FTE or less. No form needed ; information is displayed in terms of employment.
<input type="checkbox"/>	4. Internal search (refer to separate guidelines issued by EO/AA)
Exemptions in the best interest of the university	
<input type="checkbox"/>	5. PREP hire
<input type="checkbox"/>	6. Vacancy filled by successful participants in professional developmental programs. EO will monitor from list of successful participants each year.
<input type="checkbox"/>	7. Diversity Enhancement hire (per statutory <u>Equity Accountability Plan</u>). Document the support for this request, below.
<input type="checkbox"/>	8. Appointment made in the best interest of the university. Document the support for this request, below or on attachment. Transmit to EO/AA for review in advance of the hiring process.

Support for Request, Item 7 or 8:

Print form and send to EO/AA for review. MH 330, ZIP 0030.

Reviewed by UCF Equal Opportunity and Affirmative Action Programs Approved: _____ Date: _____
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