

University of Central Florida
Office of Equal Opportunity and Affirmative Action Programs
Guidelines for Exemptions from Posting
(the form appears following these instructions)

The University of Central Florida posts all vacancies in the UCF Job Listing through Human Resources. UCF EO/AA approves exemptions to this practice 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 in hiring file!
2. Named in a grant	
3. Position .50 FTE or less	No form needed in hiring file!
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	Pre-hire approval from Provost required on "Provost's Diversity Enhancement Program Request for Consideration of Prospective Faculty Member" form (contains automatic posting exemption). Hiring files do not need this "Request for Exemption from Posting" form!
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 hiring folder for EO/AA review when designated by faculty or A&P hiring procedures.
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, 3, and 7**. 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. For Exemption **#7**, an approved Provost's Diversity Enhancement Program form represents approval for exemption from posting as well.

3. Exemptions **6** and **8** require EO/AA pre-approval.

- 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 save this form and then complete it. Add information on program participation (name of program, dates of participation) in the space for "Support" information. Re-save the form in its fillable PDF format and transmit it electronically to eeo@ucf.edu with a request to review. EO/AA will validate the candidate's status and respond to the College/unit. If it indicates approval, the Exemption form then will be included in the employment file submitted for the post-hire review process.

- b. Exemption **8**: Departments should save this form and then complete it. Add information regarding the University goal met if EO/AA approves an exemption from posting, using the space for "Support" information. Re-save the form in its fillable PDF format and transmit it electronically to eeo@ucf.edu with a request to review. EO/AA will review the information and respond to the College/unit. If it indicates approval, the College/unit can include the approved Exemption form in the employment file submitted for review.

4. When Exemption **2**, **4**, or **5** is used, appropriate documentation is required. Email as a PDF to eeo@ucf.edu.

- a. Exemption **2**: the individual named in the grant must be the Principal Investigator or play a significant role in administration or research.

EO/AA normally will consider "significant" 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 approved budget documentation (cover page and line item where the individual is named) along with the exemption form, when the file 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. The documentation is included in the file submitted for post-hire review.

- c. Exemption **5**: selections made in accordance with the guidelines of the Provost Research Enhancement Positions (“PREP hires”) are supported with the communication documenting the Provost’s pre-approval of this type of hire. The information is included in the file 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 9/07, 7/10, 2/11, 8/11, 10/11

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: _____

_____ Date: ____/____/____

Hiring Official's name, title, date of approval

_____ Date: ____/____/____

Hiring Official's name (Dean's Office), title, date of approval

Exemptions based on nature of the position	
Check One:	Reason
N/A	1. Interim or visiting appointment, duration no longer than one year. No form needed ; information is displayed in terms of employment.
	2. Named in a grant. Attach page from approved budget displaying candidate's name, title, and salary.
N/A	3. Position .50 FTE or less. No form needed ; information is displayed in terms of employment.
	4. Internal search (refer to Internal Search guidelines issued by EO/AA)
Exemptions in the best interest of the university	
	5. PREP hire
	6. Vacancy filled by successful participants in professional developmental programs. EO/AA will monitor from list of successful participants each year. Transmit to EO/AA for review in advance of hiring process.
N/A	7. Diversity Enhancement Hire (per Provost's Guidelines). Attach "Request for Consideration of Prospective Faculty Member" following approval by the Provost.
	8. Appointment made in the best interest of the university. Support documentation required. Transmit to EO/AA for review in advance of the hiring process.

Support for Request, Item 6 and 8:

Email PDF form and any documentation to EO/AA for review: eeo@ucf.edu.

Reviewed by UCF Equal Opportunity and Affirmative Action Programs

Approved: _____ Date: ____/____/____