

THE UNIVERSITY OF ARIZONA®

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Policy Title: Policy for Non-Competitive Selections

Effective Date: February, 1998

Contact: Human Resources

Reference: [Human Resources Classified Staff Policy #117.0](#)

Policy

The University is an Equal Employment Opportunity employer that actively seeks a qualified, diverse workforce. We commit to conduct searches consistent with our Recruitment Policy which is designed to enhance the excellence of the University's workforce. It is University policy to conduct a competitive search for all positions, unless there is a compelling justification to make a non-competitive selection. The following policy describes circumstances that may justify an appointment without a search. The hiring authority who applies these standards to hires must meet the procedural requirements below. The University monitors and audits compliance with the procedural requirements and good faith application.

Non-Competitive Selections

1. Emergency hire

a. Instructional Faculty

In an emergency situation, i.e. sickness, death, sudden resignation, or where a vacancy for a position crucial to an instructional need occurs less than 30 days from the required start date for the course or during the course of the semester, a hire may be made without a search. Under these circumstances, the position may be filled on a temporary basis, contingent on the unit starting the search immediately or in such time as the unit can reasonably expect to select the candidate by the beginning of the next semester. (If a regional or national search is required and could not reasonably be concluded in time for the next semester, a search for a temporary faculty member shall be conducted in order to provide coverage for the next semester).

Procedure: Documentation for an emergency non-competitive hire must contain a copy of a letter of justification explaining the circumstances.

b. Positions critical to the operations of the University

In an emergency situation in which failure to fill a vacancy would compromise the operations of the University, an emergency temporary hire may be made while the search is being conducted. These appointments shall only be made when the position could not reasonably be expected to be filled by a referral from a temporary agency or the Department of Economic Security.

Procedure: Documentation for an emergency non-competitive hire must contain a copy of a letter of justification explaining the circumstances.

2. Hires of individuals specified in a grant or new employee's letter of offer.

a. Grant or Contract Positions

Principal investigators may hire individuals specifically named in grants or contracts without conducting a search. Otherwise, all positions funded by research grants and contracts shall be filled according to normal University recruitment procedures.

Procedure: Documentation for a non-competitive hire of an individual named in a grant or contract must contain copies of the pages from the research grant or contract specifying the person(s) selected. A copy of the award letter must also be included.

b. Spousal/Partner Hires

The requirement for a search will be waived in those cases where the hire of the spouse or partner had been included in the offer, contract, or retention agreement with the spouse/partner. Approval of the spousal/partner hire must be obtained from the President or a Senior Vice President prior to this condition being added to the spouse's/partner's offer or contract or specified in a retention agreement.

Procedure: Documentation for a non-competitive hire of a spouse or partner must contain a copy of the spouse's or partner's offer, contract, or retention agreement specifying the hire of the spouse/partner.

Additional information is available in [Information and Guidelines for Hiring and Retaining Dual-Career Couples](#)

c. Other individuals named in a new employee's letter of offer

New employees who have negotiated the hire of named individuals as a part of their employment contracts may hire those individuals without recruitment. (For example, a researcher may bring key research associates who are currently employed by the researcher's previous employer with him/her to The University of Arizona.) Approval to hire the accompanying employee must be obtained from the President or a Senior Vice President prior to this condition being added to the primary employee's letter of offer.

Procedure: Documentation for a non-competitive hire of an individual named in a new employee's letter of offer must contain a copy of the primary employee's letter of offer specifying the hire of the named individual or other documentation showing approval from the President or a Senior Vice President.

3. Laureates

On occasion, the University may have the opportunity to attract a nationally or internationally renowned individual. While each academic discipline recognizes extraordinary accomplishment differently, it is expected that the "laureate" designation be used in rare circumstances. Such designations are recommended by deans or vice presidents for the approval of the President or a Senior Vice President.

Procedure: Documentation for a non-competitive hire of an individual designated as a laureate must show approval from the President or a Senior Vice President to hire this individual.

4. Visiting scholars

a. **Professors on sabbatical from other institutions**

Procedure: Documentation for a non-competitive hire of a professor on sabbatical from another institution must contain a copy of a letter of justification explaining the hire or a copy of the letter authorizing the sabbatical.

b. **Visiting scholars chosen by the funding source (e.g. Fulbright scholars, and scholars funded by foreign institutions)**

Procedure: Documentation for a non-competitive hire of a visiting scholar chosen by the funding source must contain a copy of a letter of justification explaining the hire or supporting documents indicating the funding source.

c. **Visiting research collaborators (applies only to individuals currently employed at another institution or agency and collaborating on an on-going research project)**

Procedure: Documentation for a non-competitive hire of a visiting research collaborator must contain a copy of a letter of justification explaining the hire, including the date the research project commenced.

d. **Exchange Visitor (applies to individuals from institutions with which the University has an exchange agreement.)**

Procedure: Documentation for a non-competitive hire of an exchange visitor must contain a copy of a letter of justification explaining the circumstances or a copy of the exchange agreement.

5. Project specific appointments (applies only to non-benefits eligible positions)

a. **Highly specialized expertise is needed for a project limited to a maximum of 480 hours per year.**

Procedure: Documentation for a non-competitive hire of an individual who will perform a specific project must contain a letter of justification explaining the circumstances.

b. **An individual is needed to teach a non-credit, instructional class controlled by the individual.**

Procedure: Documentation for a non-competitive hire of an individual to teach a non-credit instructional class must indicate a job title consistent with the appointment. Appointments of this type may be renewed indefinitely as long as no other individual is hired to teach this class in the interim.

6. Returning employees

a. **Emeritus faculty**

Emeritus faculty may be appointed without a search when they return to the same unit to perform the same type of work.

Procedure: Documentation for a non-competitive hire of emeritus faculty must contain a copy of a letter of justification explaining the circumstances.

b. Retired employees without emeritus status

Retired employees without emeritus status may be appointed without a search when they return to the same hiring unit to perform the same type of work at the same or lower pay grade or rank with a break in service not to exceed twelve (12) months from the date of retirement.

Procedure: Documentation for a non-competitive hire of a retired employee without emeritus status must contain a copy of a letter of justification explaining the circumstances.

c. Employees who have terminated their employment with the University

Employees who have terminated their employment with the University may be appointed without a search if they return to the same hiring unit to fill their former position which has not been filled, with a break in service not to exceed twelve (12) months.

Procedure: Documentation for a non-competitive hire of a previously terminated employee must contain a copy of a letter of justification explaining the circumstances.

7. Advancement due to employee recognition

In recognition of an employee's talents, contributions, and performance, a hiring authority may appoint a current employee to a different position within the hiring authority's area of responsibility. Examples of these appointments include:

a. Appointment to a position with higher pay or title

Procedure: Documentation for a non-competitive appointment of an employee to a position with higher pay or title must include a letter of justification which details the appointment, a position description, and the employee's résumé, curriculum vitae, or application form. If more than one individual was or should have been considered for the appointment, documentation to that effect must be included in the letter of justification.

b. Lateral transfer designed to meet the needs of a hiring authority's area of responsibility

Procedure: Documentation for a non-competitive lateral transfer of an employee must include a letter of justification which details the appointment, a position description, and the employee's résumé, curriculum vitae, or application form. If more than one individual was or should have been considered for the appointment, documentation to that effect must be included in the letter of justification.