



UCSD CAMPUS NOTICE
University of California, San Diego

OFFICE OF THE ASSISTANT VICE CHANCELLOR - PERSONNEL

January 25, 1993

SUPERVISORS

SUBJECT: Affirmative Action Recruitment Waivers

In order to support the objectives of UCSD's Affirmative Action commitments, the Personnel Department and Staff Affirmative Action Office have revised the guidelines for Affirmative Action recruitment waivers.

The revised guidelines, which are effective February 1, 1993, may permit recruitment waivers to be granted under the following special circumstances when accompanied by a letter of justification requesting the waiver, the employment requisition, job description, application for employment and applicant data form:

1. Underutilization exists and proposed placement will reduce underutilization of minorities and/or women. The letter of justification must specify the candidate's qualifications for the position.
2. Where no underutilization exists for the position, the proposed candidate possesses the qualifications for the position, and recruitment is not likely to generate another candidate with such unique qualifications. The letter of justification must specify the position qualifications that are required and why recruitment is not likely to generate another candidate with such special knowledge, skills and experience. In this instance, the candidate's unique qualifications must be transferable among employers and not acquired specifically at UCSD.
3. Prior recruitment difficulty has been experienced. The letter of justification must document such difficulty in the recent past or describe the rare technical skills required which make recruitment highly unlikely to generate a candidate with equivalent skills and/or experience as the candidate proposed.
4. There is a staff appointment associated with the terms and conditions of an academic appointment. Waivers may be granted if the placement is in conjunction with the terms of an academic recruitment package. The letter of justification must describe the terms of the academic appointment package as it relates to the appointment of staff.

Casual appointments of 50 percent time or more and longer than three months in duration, may be granted under the Affirmative Action Waiver policy for a period of up to 11 months. The rationale for the casual appointment (e.g., temporary leaves of absence, special projects of a defined nature, etc.)

must be presented in writing. Additionally, movement from casual to career status without recruitment for the original casual placement, must be effected through open recruitment or a waiver of recruitment request.

Short term employment exceptions, which are defined as appointments of 50 percent time or more for periods of up to three months with a possible extension to four months, or appointments of less than 50 percent time indefinitely, will continue to be based upon a review by Personnel of a requisition, employment application and job description.

Questions regarding the new Affirmative Action waiver guidelines may be directed to Pat Wong at x42820.

Delia H.Talamantez
Director, Staff
Affirmative Action

Quelda M. Wilson
Assistant Vice Chancellor-
Personnel