1. Login to ASR
2. Select Positions from the left menu
3. Click the blue + New Position button
4. Select "Type" NOTE: you must pick a waiver template. Template is labeled "Waiver: Officer of _____.

Create Position

Please select information about the position you want to create. You cannot make changes to these fields once the position is cr

Type *

Waiver: Intercollegiate Athletics

Waiver: Officer of Instruction

Waiver: Officer of Research

Waiver: Officer of the Libraries

Waiver: The School, K-8

Create   Cancel

5. Search For or Select the Unit that the position is based in
6. What kind of position would you like to create? Select " A new position." Click Create.

Search For or Select Unit *

Columbia University Test

National Center for Children and Poverty

Sociomedical Sciences

School of Nursing

Vagelos College of Physicians and Surgeons

Anesthesiology

Biochemistry and Molecular Biophysics

Biomedical Informatics

CUMC HR

7. Provide Position Title
8. Provide Location: USE LOCATION CODES ONLY -- this field should only have numeric characters. 01= Morningside| 02= CUIMC | 04=LDEO | 05=Nevis | 06=Manhattanville | 70=Other
9. Position Type (Officer Type) will be pre-filled from the prior screen.
10. Select an Open date--today's date.
11. Deadline will default to Rolling Deadline
12. Provide an **accurate and complete** Position Description

Basic Information

Description & Dates

Position Title *

Professor of Nursing

Location *

02

Position Type

Waiver: Officer of Instruction

Open Date *

Nov 4, 2021

Deadline

◉ Rolling Deadline   ○ Specific Date

Position Description *

Provide a complete job description

13. Provide Qualifications (degrees, experience, specialized skills, etc.)
14. Provide Application Instructions (optional)

Qualifications

Provide degree requirements and other qualifications needed for the role.

body   p

Application Instructions

Optional. Provide any specialized instructions to the applicant

body   p

15. For the Advertising Setting select "Private"
16. Select a Reason for Private Search. If you select "Other" please provide one of acceptable other reasons from the Private Hire Categories document

Advertising Setting

What is the advertising setting for this position? *

Learn more about the advertising setting

○ **Public**, the position will be available for applicants to find and apply online.

◉ **Private**, the position will not be discoverable in any public position feeds managed by Interfolio.

Reason for Private Search *

| Spousal/Partner Hire |
| Target of Excellence/Opportunity Hire |
| Individual Named in Grant or Offer Letter |
| Specialist |
| Emergency Hire |

✔ Save & Continue ❷

17. Explain the reason for waiving the mandatory search process in 600 characters max (including spaces).
18. Click Save & Continue

Advertising Setting

What is the advertising setting for this position? *

Learn more about the advertising setting

○ **Public**, the position will be available for applicants to find and apply online.

◉ **Private**, the position will not be discoverable in any public position feeds managed by Interfolio.

Reason for Private Search *

Emergency Hire ▾

Explain the reason for waiving the mandatory search process:

A Professor of Nursing decided to end their appointment with very little notice to the University. This leaves the department short staffed and three sections of Nursing 101 without an instructor. The incumbent can start immediately and is familiar with the Nursing department and curriculum because they have served as a Visiting Professor in the past. |

✔ Save & Continue

19. In the Required Documents you must add a CV. All positions in ASR require a CV.
20. Add any additional required documents
21. Click Save & Continue
22. On the Evaluation Settings page select Skip Step
23. On the Application Forms page select Skip Step
24. On the Search Committee page select Skip Step
25. In the Internal Notes Section, select the correct Appointment Type from the drop down. The only options you should use are Continuing or Fixed.
26. Provide an Anticipated Start Date

Internal Notes

Position ID or Requisition Number

Appointment Type

Continuing ⌄

Rank
e.g., Associate Professor, Lecturer

Title
e.g., Visiting, Clinical, Research

Discipline

Position Term Length
1-120 months

[ ] [+] [−] Month(s)
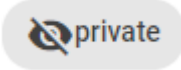
Anticipated Start Date

Nov 16, 2021 [📅] ❓

27. If this is a Fixed position, include the end date in the General Notes field in the 00/00/0000 format. Numerical text only.
28. Select Save & Continue
29. Submit for Approval

Funding Source
e.g, Vice-President's Office; Grant Foundation

Hiring Plan

N/A

body   p

General Notes

30. The draft posting will be sent to your Unit Administrator for review. On the positions page

waiver positions are indicated by [👁 private] .Once the Unit Administrator approves the post, you will need to go to the Positions page, select the position by clicking the title, select the blue Position Actions button and select Edit Position.The Position Advertising should be listed as private and the Apply Now page is not published, click publish to activate the the position URL. *Note this URL is not viewable on any CU job boards.

31. Change the status of the post to Waiver Post
32. **Send the position posting link to the waiver candidate and have them apply for themselves**
33. Once the waiver candidate applies, change the status of the applicant to waiver entry by clicking the checkbox to the left of their name, selecting the red status option and scrolling through the dropdown menu until you locate "Waiver Entry."

34. Select Position Actions
35. Select Close Position

Position Actions ∨

Edit Position

View Committee

View Position Activity Log

View position details

View Referral Sources

Add New Applicant

Close Position
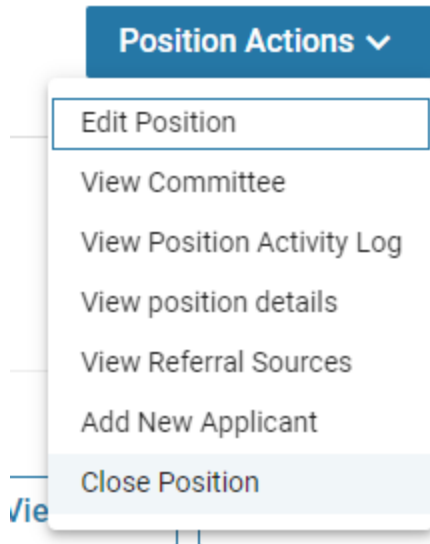
36. Was an applicant selected? Select Yes. Select Applicant(s) by clicking the blue +Add Applicant button

37. Chose the Waiver Entry (selectee) from the list by clicking the blue Add. then click Close.

Add Selected Applicant　　　　　　　　　　　　　　　✕

Search for name or email address

[　　　　　　　　　　　　　　　] 🔍

Filter by Status

[All Statuses　　　　　　　　　∨]

Name ▲	Email ⇕	Status ⇕	Actions
Jane Anderson	janeanderson@gmail.com	Waiver Entry	Add

Close

38. This will trigger the waiver post being sent to EOAA for manual AA review.

Send Selection for Approval

Your institution has defined steps for review of the selected applicant(s) in order for the position to be closed. The approver(s) displayed below will receive a message asking them to review the position. You will receive an email once the position has been approved by all approvers. View all approval steps

Position
Untitled Position

Send To
Step 1 of 1: Waiver Entry Approval

39. If the waiver receives AA clearance, the EEO note will be published to the position, the committee manager will receive the approval email and the selectee will be approved by Affirmative Action. *After the posting receives AA clearance it will be moved to "Position Closed." This archives the position.

Things to Note
- You cannot hire multiple selectees on one waiver post unless the job description, waiver reason and waiver rationale are exactly the same for all candidates.
- You cannot complete the EEO information of any applicant; Interfolio requires that this information only be completed by the actual applicant.
- You must use a template that has waiver in the title for it to properly reach EOAA for AA clearance. Failure to use the right template will result in you having to recreate the entire post.

Private Hire (Waiver) Reasons

A unit will normally use the procedures described in its SSEP to recruit officers of instruction, research, and the libraries; teachers at The Columbia School for Children; and intercollegiate athletics coaches. In *unusual* situations, a hiring unit may seek a waiver from the standard search requirements. Waivers are to be used *sparingly* and the preferred method of academic search and recruitment is a standard open search. Unless otherwise noted, the waiver categories below are applicable at all Columbia University campuses. The following situations may be appropriate for such a waiver:

- **Target of Excellence / Opportunity Hire**: A hiring unit may have the opportunity to recruit a highly qualified woman or candidate from an underrepresented minority group for an academic position whose appointment would assist in meeting applicable placement goals. This should be used for continuous hires only. This waiver reason is not applicable if the gender, ethnicity and/or race data indicate that the hiring unit does not have a shortfall in the most current Affirmative Action plan for that job group. Internal Columbia University personnel data will be used to confirm the gender, ethnicity and/or race shortfall when a waiver request of this type is submitted. If there is no shortfall, the waiver will be rejected. [SA2]
  - Example: Target of Opportunity Hire via the Senior Vice Provost of Faculty Advancement application process.
  - Example: The competitive recruitment of a member of a historically underrepresented group (note this is not a quota)
- **Spousal / Partner Hire**: The recruitment of an officer of instruction or an officer of research may require the appointment of an accompanying spouse or partner in order to secure the recruitment. Note: If the primary recruit does not accept the offer, this waiver reason is no longer applicable and cannot be used to hire the spouse or partner.
  - Example: A Professor is being recruited by MESAAS who will only consider the offer if the Professor's spouse is also offered a position at Columbia University. The recruited Professor's spouse could be waived into a role as part of the recruitment of the Professor.
- **Specialist**: The requirements for certain positions are sufficiently specialized that they can be filled only by a limited number of senior academic officers (Officers of Research, the Libraries and Intercollegiate Athletics), all of whom are known to the professional community.
  - Example: Appointing former President Barack Obama to a full-time Law School faculty role.
- **Visiting Scholar and Research**: A department or school wishes to enrich its curricular offerings by temporarily appointing a distinguished visitor for a semester or one academic year.

- ○ Example(s): Third party fellowship opportunities that include 1-2 semesters of teaching on a Columbia University campus or a visiting assistant/associate/full professor from a peer institution.
- ○ Example: *External Competition*: A hiring unit participates in an external competition/fellowship that identifies and selects candidates. The candidates are awarded a time limited opportunity to teach or do research at Columbia University as one of the responsibilities of the competition/fellowship. Duration is typically identified in the rules of the competition/fellowship but often does not exceed 1-2 years.
- **Research Team**: The recruitment of a faculty member or officer of research may require appointing others because they form an established research team.
  - ○ Example: A faculty member or researcher at another institution or organization accepts a position at Columbia University and brings the pre-established research team with them to Columbia University. Note: Recruiting a research team member after the project is transferred to Columbia will require a standard open search.
- **Individual Named in Grant or Offer Letter**: The receipt of a grant may be contingent upon assembling an appropriate research team in advance of its award. This individual **must already** be a member of the team prior to the grant being awarded.
- **Emergency Hire**: A department or school needs to recruit quickly to maintain optimal staffing levels to sustain operations, courses, and/or research for a limited time.
  - ○ Example(s): Due to sabbaticals three faculty members will be unavailable to teach courses for the upcoming academic year thus the department needs three lecturers to maintain department operations, a faculty/staff member resigns with little to no advance notice, a faculty/staff member needs to take leave (medical/personal, etc.). Note: If you know a year in advance that a faculty member will be taking leave (medical/personal/research) you have ample time to conduct an open search for a time limited replacement. [SA4]
  - ○ Example: *Unpredicted enrollment increase*: A department needs to open additional sections of a course or courses due to an unpredicted enrollment increase. There may not be enough time to conduct a standard search that concludes before the start of the academic term.
- **Other: Short-term Grant or Contract**: A hiring unit has a short-term opportunity where there is not enough time for the hiring unit to conduct a standard search prior to the start of the grant or contract. Typically, six months or less.
- **Other: Short-term Bridge Until the Completion of Ph.D**: An applicant who has been offered a postdoctoral position but needs to delay the start of their post doc position (to complete their dissertation edits and/or until their degree is conferred) may be offered a staff associate role not to exceed one year (365 days) to allow them time to complete their doctoral degree requirements.

- ○ Example: Jane Doe is selected for a post-doctoral position starting July 1, 2020 but she just passed her dissertation defense on May 15, 2020 and still needs to complete dissertation edits and have her degree conferred by her University. Jane Doe can be hired as a staff associate II via waiver for up to a year to allow her time to complete her degree requirements. After her degree is conferred she will be moved into her post-doctoral position. Note: This waiver reason is only for students who have defended their dissertation. If the student has not yet defended please reach out to the Office of Academic Appointments for further guidance.
- **Other**: **Star**: An opportunity arises to recruit a senior academic officer (Officer of Instruction) of great eminence who would ordinarily not be expected to be available, such as a distinguished scholar or nationally renowned artist or professional. This waiver is not appropriate for junior faculty positions or, with rare exceptions, non-faculty appointments.
- **Reinstatement, Returning Employee** - Previous Exploratory Visitor: This waiver reason is only applicable to previous exploratory visitors at the Law School. The previous exploratory visitor must have been hired via an open standard search in order for this waiver reason to be applicable.
- **Internal Promotion**: This waiver reason applies to the following three situations only.
    - ○ *LDEO Only* - The outstanding achievements of a member of the research support staff (Post Doc) at LDEO may merit a promotion to the rank of staff associate.
    - ○ *University Libraries Only* - The attainment of a Master of Library Science (MLS) by a Libraries staff member, and the subsequent reclassification of his or her position to officer level, based on increased level of responsibility, may merit a promotion to librarian.
    - ○ *CUIMC Only* **-** Promotion of Housestaff or Postdoctoral Officer Previously Appointed through a Match Program to Instructor: An officer originally appointed through a matching program may be promoted to a title of Instructor. This category also includes residents who require a temporary appointment to complete a short-term specialty training assignment beyond their residency period. (Please note: no one may be promoted internally to the level of Assistant Professor without a full search.)
- **Change in Organizational Structure -** This waiver is appropriate when employees are moved from one officer type to another due to an internal reorganization.
    - ○ Example: Staff Assistants who were Officers of Administration were reclassified by Columbia University to be Officers of Research.
    - ○ *CUIMC Only* - Example: Change of Position Definition for Budgetary Purposes: Officers who receive partial or full financial support from an affiliated hospital or institute and who have a part-time University position as an officer of instruction or research may be given full time appointments in response to changes in funding sources if their work responsibilities remain unchanged.

Quick Start Guide: Creating a Private Hire Position Posting

All waiver candidates for an opening must receive Affirmative Action clearance through ASR before an offer can be made; this includes verbal offers. The reporting and EOAA clearance procedures for waivers are as follows:

A waiver draft post is created by the hiring unit. It must include an appropriate position title, full position description, minimum qualifications, position type (limited or continuous), anticipated start date, end date (if time limited). An up-to-date CV must be listed as a required document. Hiring units must provide English translations in ASR for any curriculum vitae in another language. Once the draft waiver post is approved by the Unit Administrator, the waiver hyperlink can be shared with the candidate.

The waiver candidate must apply by accessing the hyperlink provided by the hiring unit. The hiring unit should not apply on the waiver candidate's behalf. The waiver entry candidate must complete their application and all Voluntary EEO disclosures. Voluntary EEO disclosures cannot be completed by the department, Interfolio requires that they be completed by the candidate.

The waiver request is reviewed by EOAA. Notice of EOAA clearance or failure to clear will normally be issued by EOAA within eight working days of receipt to the Committee Manager listed on the post. If the waiver receives AA clearance, an EEO note will also be placed on the position in ASR confirming approval.

In the event a waiver fails to clear, the hiring unit should contact EOAA to determine the next steps. EOAA may withhold EOAA clearance when a waiver does not comport with the University's policies and procedures on equal opportunity, nondiscrimination, and affirmative action. Submitting a waiver for EOAA review does not imply automatic approval.