

## Search Waiver Overview

**When does a unit submit a Search Waiver?** Waivers are most commonly used to fill an urgent unit teaching need that cannot be addressed through the normal search process (example- increased enrollment at the beginning of the semester; the scheduled instructor/faculty member/TA has informed the unit a few weeks before classes begin that they cannot teach).

If a unit has a need that is not mentioned above, please contact Amy Elli.

### How does a unit submit a Search Waiver?

- Gather the information outlined in the Search Waiver Form Instructions (via the [LAS Hiring site](#))
- Send information to LAS - [LAScollegehiring@mx.uillinois.edu](mailto:LAScollegehiring@mx.uillinois.edu)
- LAS will notify the unit with questions and/or to start the HT process
  
- Start the appropriate HT Workflow- most likely the *Faculty and Other Academic Search Waiver* workflow
  - For the field *Job Title - Department Name* please follow this example: Adjunct Lecturer- Department of Political Science
- Complete and submit the HRF
- Complete and submit the Search Waiver form at the same time as the HRF
- Upon receipt of ODEA approval email, issue contingent offer letter
- To ensure that your offer letter includes all necessary elements, please consult the [Offer Letter Elements](#) section of the LAS Hiring website and [Provost Communication #2](#) . AHR provides [offer letter examples](#) as well.
- Timing of the start date: The start date for the position cannot be before the background check is complete. Please review the steps below so you can plan accordingly.
- After the written acceptance of the contingent offer has been received, upload the proposed appointee's written acceptance into HT Waiver workflow (coded as *Acceptance Letter*). This must include the offer letter as well.
- Complete the Background Check Form (located on the forms tab of the waiver workflow) and submit to *\*Illinois HR background check review*. [Information from AHR on Background Checks](#)
  
- IF background check **needed**, AHR will email the staff contact:
  - “Background check ordered. Please inform your candidate(s) to expect a message from GIS from the following email address, [UniversityofillinoisHR@geninfo.com](mailto:UniversityofillinoisHR@geninfo.com) and the subject line will state: Action needed in connection with your application for employment with University of Illinois.”
  
- IF check **not needed OR** when Background check **process complete**, AHR will email the staff contact:
  - “Proceed with the hiring process. A copy of the email should be attached to the HR Front End transaction.”
- Illinois Human Resources also notifies the candidate of the successful completion of the criminal background check process.
- If needed, the unit could follow-up with the candidate to confirm the start date and other details
- Process hire through HR Front End (includes Waiver number, ODEA approval email, Background check “proceed with hire” email and all other documentation requirements, subject to type of employee, items such as offer/acceptance, I-9, CV, etc... Consult AHR website for additional information: [http://www.ahr.illinois.edu/training/FE\\_New\\_Hire\\_Faculty.pdf](http://www.ahr.illinois.edu/training/FE_New_Hire_Faculty.pdf)