

**Internal Promotion / Recruitment Waiver  
Request Form**

Please review PPSM 20 Recruitment & Promotion located at: [PPSM-20: Recruitment and Promotion](#). Under special circumstances, the Human Resources Executive Director (Associate Chancellor/Chief Human Resources Executive designee), with Office of Equal Opportunity & Diversity (OEOD) review, may approve a recruitment waiver. All promotions require prior consultation with Human Resources Business Partner and may require additional approval according to policy. Please complete all fields on this form (type N/A if not applicable) and provide required supplemental information.

Position Information		
Department Name/Code	Position Title	Position Number
Request Reason (see supplemental document for detail)	Justification for Request (enter detail if needed)	
Hiring Manager Information		
Hiring Manager Name	Hiring Manager Title	
Hiring Manager Phone	Hiring Manager Email	
Employee Information		
Employee Name	Current Title	Current Title Code and Grade Level
Date of Hire	Employee ID	Current Salary
Effective Date of Change	New Title	New Title Code and Grade Level
New Working Title	Proposed Salary	Comments (optional)
Internal Promotion Information		
Years in Current Payroll Title	Last Merit Level	Completed Probationary Period Y      N
If promotion is approved, will current position be backfilled?                      Y                      N		
Supplemental Information Checklist		
New Job Description		Skills Assessment Template, for promotion
Current Job Description or resume/application		Recent ACHIEVE Check-In
Department Organizational Chart		Central HRBP Review – Name:
Does the Employee meet or exceed the required minimum standards?		Y      N
Does the Employee have near relatives in the same Department?		Y      N      (If Y, complete the Near Relative form)
Department Head Approval		
Department Head Signature:		Date:
Dean / Vice Chancellor/Chief Approval		
Dean / Vice Chancellor / Chief Signature:		Date:
Human Resources Approval		
Executive Director (AC/CHRE designee) Signature:		Date:

**Internal Recruitment / Internal Promotion / Recruitment Waiver  
Definitions and Policy References**

Please refer to this supplemental information when requesting a Recruitment Waiver or considering an Internal Promotion.

<b>Recruitment Waiver</b>		
Waiver: Urgent Need	Definition: Unanticipated business requirements warrant filling the position on an immediate basis and the time needed to conduct a search would have a negative impact on meeting critical operational needs. Delay would result in endangered health and safety.	Reference: <a href="#">PPSM-20</a> ,H
Waiver: Special Appointment Conditions	Definition: organizational move, program moving locations	Reference: <a href="#">PPSM-20</a> , H
Waiver: Unsuccessful Recruitment	Definition: Previous recruitment attempts did not result in a qualified candidate pool and/or a hire from a qualified candidate pool with the requirements needed for the position	Reference: <a href="#">PPSM-20</a> , H
<b>Internal Recruitment/Promotion</b>		
Internal Recruitment	Definition: Recruitment open only to current UCI employees with non-student appointments; a review of the internal feeder pools should include at least three qualified applicants.	Reference: <a href="#">PPSM-20</a> , Section D.2.a
Internal Promotion	Definition: Promotion of a current employee within a job family and unit, per the Internal Promotion Guidelines.	Reference: <a href="#">PPSM-20</a> , Section D.2.b, Exemption G-7
<b>Exempt from Recruitment</b>		
Exemption: Demotion/Lateral	Definition: Demotion or lateral transfer of an employee within the same organizational unit	Reference: <a href="#">PPSM 20</a> , G-1
Exemption: Lateral (FTE)	Definition: Lateral transfer of an employee along with the budgetary provision for that position	Reference: <a href="#">PPSM-20</a> , G-2
Exemption: Reemployment	Definition: Transfer, reinstatement or reemployment of an employee with <a href="#">PPSM 2.210</a> .III.D.1 and 4-6 (Absence from Work – Family and Medical Leaves), <a href="#">PPSM 2.210</a> .II.D.2 (Absence from Work – Leave of Absence due to Pregnancy, Childbirth, or Related Medical Condition), <a href="#">PPSM 2.210</a> .III.E.1 (Absence from Work – Military and Other Service-related Leaves), <a href="#">PPSM 66</a> .III.E (Medical Separation – Special Reappointment Procedures), and <a href="#">PPSM 81</a> .III.D (Reasonable Accommodation)	Reference: <a href="#">PPSM-20</a> , G-3
Exemption: Recall	Definition: Recall of a laid-off employee or placement of an employee with preference for reemployment or transfer	Reference: <a href="#">PPSM-20</a> , G-4
Exemption: Reorganization	Definition: An employee’s job title or responsibilities have changed as a result of a reorganization or reassignment of functions among positions within the same organizational unit	Reference: <a href="#">PPSM-20</a> , G-5
Exemption: Internship	Definition: An employee who is competitively selected for a University of California-sponsored paid internship program, and upon completion of the internship, as authorized in local guidelines and with the approval of the department head, is appointed to a vacant position for which the employee meets the minimum qualifications	Reference: <a href="#">PPSM-20</a> , G-6
Exemption: Piggyback	Definition: The department conducted a competitive recruitment within the past six months that yielded a diverse applicant pool and the department wants to select a candidate from the original pool for another opening in the same job title and with the same minimum qualifications	Reference: <a href="#">PPSM-20</a> , G-8
Exemption: Casual/Restricted	Definition: To fill a casual/restricted appointment	Reference: <a href="#">PPSM-20</a> , G-9
Exemption: Temporary/Per Diem	Definition: To fill a limited, floater, and/or per diem appointment without competitive recruitment due to the following considerations: short-term assignment, leave of absence coverage, endanger health and safety	Reference: <a href="#">PPSM-20</a> , E-1