

## PVL Waiver Reasons

Open recruitment for academic staff and limited positions is not required when one of the following criteria is met. Waiver reasons with an (\*) asterisk may be used for faculty appointments.

All waivers of the recruitment process must be approved, by the Academic Personnel Office prior to the position being offered.

Please note: Each waiver reason is listed by its corresponding PVL system letter code, and some codes are no longer active. As a result, some letters are skipped– for example, there is not a waiver reason for C, so it goes from B to D.

- A.** Appointments of 25% FTE or Less – Used for fixed-term terminal or renewable academic staff or limited appointments at 25% FTE or less.
- B.** Emergency Instructional Appointments - Used for instructional titles when an instructional position is needed to be filled immediately with little notice, and an expeditious hire is necessary for filling the instructional need.
- D.** Leave of Absence Temporary Replacement (ADA, FMLA, Other) - Allows a direct hire for a fixed-term terminal academic staff or limited appointment to fill a position when an incumbent goes on paid or unpaid leave and a replacement is necessary until the incumbent returns. NOTE: If the incumbent terminates employment as opposed to returning, an open recruitment will be necessary to fill the position.
- E.** Training Completion for Employee-in-Training Titles - This waiver reason only applies to Research Associate and Postdoctoral Fellow/Trainee within the [employee-in-training titles](#).

The training completion reason is appropriate only for individuals who have completed their training. It is not appropriate for an individual to compete for their own position, and therefore they should be hired using this waiver instead of an open recruitment. The employee in training must have been in the same position, in the same UDDS, for at least 1.5 years in order for the training completion waiver reason to be appropriate.

These PVLs can be renewable or may be fixed-term terminal academic staff appointments. If fixed-term terminal, these can be extended as many times as needed up to two years. The appointment must become renewable after two years.

**G.** Referral Priority– Used to employ former or current academic staff who have been impacted by layoff or non-renewal. The referral-priority process includes employees who have been terminated or who have been officially notified their position will be eliminated due to funding, budget, or program redirection, or employees who qualify for transfer as a disability accommodation. Employees who are terminated due to performance are not eligible. Referral priority is applied for layoffs and nonrenewals as follows:

- For those who are laid off: Fixed-term academic staff members who have been officially notified of or are in layoff status may be hired without open recruitment into an academic staff position in another unit at the discretion of that department or unit, using ‘referral priority’ as the waiver reason. For more details on this policy, please see ASPP, 5.09:

[http://acstaff.wisc.edu/documents/aspp5\\_layoff\\_for\\_reasons\\_of\\_budget\\_or\\_program.pdf](http://acstaff.wisc.edu/documents/aspp5_layoff_for_reasons_of_budget_or_program.pdf)

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- For those who have been non-renewed: Fixed-term academic staff members with six or more years of academic staff service at the University of Wisconsin-Madison who are notified of nonrenewal may be hired without open recruitment into an academic staff position in another unit at the discretion of that department or unit, using 'referral priority' as the waiver reason. For more details on this policy, please see ASPP, 3.06: <http://acstaff.wisc.edu/documents/aspp3.pdf>

**H. Interim Appointments** – Used for fixed-term terminal academic staff or limited appointments to meet interim administrative needs of the University. This waiver reason is only used until recruitment is completed.

**I. Rehired Annuitant**- Used to employ retired UW-Madison employees. This waiver reason must be used in accordance with the UW-Madison [UPPP 20.01](#). These requests must be fixed-term terminal.

**K. \*Sole Source** - Used for positions created to employ a specific candidate due to unique circumstances or for a candidate who has unique credentials that allow only him/her to perform the duties of the position at an exceptional level. These situations are extremely unusual. Examples of these situations may include, but are not limited to, the following:

- Position would not otherwise exist: The individual named on the request is the direct recipient of grant or funding for the position. This is not applicable to individuals named as co-PIs in the grant or who are otherwise named in the grant.
- Unique credentials: The individual named on the request has specific, hard-to-find, and unique skills or experience that allows only that individual to perform the duties of the job. It must be commonly accepted that there are only a few people who possess the necessary credentials and, therefore, there is no value in recruiting.
- New research lab: When a new research lab moves to UW – Madison from another institution, all existing employees within that laboratory may be hired using the sole source waiver reason.

**L. \*Spousal/Partner Hire** - Used when the successful recruitment or retention of an individual is ultimately dependent on an appointment for his or her spouse/partner. Approval for spousal/partner hire waivers is contingent upon the primary spouse/partner accepting and/or continuing employment with UW-Madison in his/her position. These requests can be fixed-term terminal or renewable academic staff or limited appointments.

This waiver reason is also used for the Dual Career Assistance Program, (see link: <http://www.provost.wisc.edu/dual-career.htm>). The Dual Career Assistance Program is used to recruit or retain a tenure-track faculty member by hiring the spouse/partner into an unclassified position. This waiver reason allows for the direct hire of the faculty's partner under this program.

**M. \*FA to AS/AS to FA** – Used when moving from a faculty appointment to academic staff and vice versa. This is primarily used by divisions for their "Track Transfers." They have guidelines that allow the movement between the Clinical Professor, CHS Professor, and tenure track. Movement between CHS/Clinical and true Faculty appointments involves changing from Empl Class AS to FA or vice versa. We allow these movements to be waived after the appropriate division and campus committees approve the change.

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**N. \*Other** - Used in situations when other waiver reasons listed do not apply. Consult with APO prior to using this waiver reason.

**P. Position Conversion** – Used when moving from classified to academic staff or Limited. This request has to be reviewed and approved by PCC and UW System and in some cases by OSHER.

**Q. \*Summer Service** - This fixed-term terminal waiver reason is used for work done during the summer. Pay basis must be summer service.

**R. \*Summer Session** –This fixed-term terminal waiver reason is used for work done during the summer. Pay basis must be summer session.

**S. Reactivate Backup Appointment**– Used when reactivating a limited employee’s academic staff back up appointment.

**U. Appointments for a duration of 6 Months or Less** - Used for fixed-term terminal academic staff or limited appointments that will not exceed six months in length.

**V. \*International Employment Rehire**- This waiver should be used to rehire a former employee whose employment ended as a result of his/her work authorization expiring. Once work authorization has been reestablished (e.g., H-1B, etc.) this waiver must be approved by the Office of International Faculty and Staff Services (IFSS).

**W. Dual Role-Teaching/Research**- This waiver should be used to hire a current academic staff Scientist into a Lecturer position (or vice versa). Approval of this waiver is contingent upon prior approval of the University Committee. Instructions for obtaining UC approval can be found in UPPP [Appendix 3-I](#).

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