### AP Recruit Exemptions

#### College of Letters and Science Guidelines by Title

<table>
<thead>
<tr>
<th>AP Recruit Entries</th>
<th>Visiting Titles APM-230</th>
<th>Recalls APM-205</th>
<th>Health Sciences Clinical Professor (WOS) APM 278</th>
<th>Research Associate (WOS) APM-355</th>
<th>Professor of the Graduate School (Use Title Code 1132)</th>
<th>Lecturer (WOS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position, Candidate, and Appointment* sections</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CV</td>
<td>X</td>
<td>Upon Request</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Additional Details: Additional information about the position or candidate**
- Enter Chair’s recommendation; include rank, salary, assessment of the candidate’s qualifications for position, and job duties (teaching, research, service, etc.)
- Enter Chair’s recommendation; specify the nature of the recall appointment, percent time (43% or less), salary, and the candidate’s qualifications.
- Enter Unit Director’s recommendation; include rank and step, honorarium or payment details (if applicable), clinical faculty duties, and candidate’s qualifications.
- Enter Faculty Sponsor (PI) or Chair’s recommendation; include evidence of exceptional fitness in independent research in addition to that required for the PhD degree.
- Enter Chair’s recommendation; include discussion of dept. need, brief evaluation of past graduate teaching, prospect of attracting and supporting new graduate students.
- Enter Chair’s recommendation; specify how the candidate meets the criteria for a Lecturer WOS appointment (i.e., the candidate participates in occasional teaching activities that are directly related to their research or primary job); include a description of the duties/course(s) to be taught and a description of the candidate’s qualifications.

**Additional Details: Department Comments**
- Confirmation of funding, including benefits (if applicable); Certify that proposed visitor meets the criteria of a “True Visitor”
- Confirmation of funding, including benefits (if applicable)
- Optional
- Optional
- Provide a list of current graduate students, including degree goal and anticipated completion date
- Optional

**Approval Request**
- Department Chair
- Dean’s Analyst
- Department Chair
- Dean’s Analyst
- Department Chair
- Dean’s Analyst
- Department Chair
- Dean’s Analyst
- Department Chair
- Dean’s Analyst

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### Initial Search Exemption Requested in AP Recruit Exemptions Only (Appointment and Reappointments follow L&S guidelines for title)

<table>
<thead>
<tr>
<th>AP Recruit Entries</th>
<th>WOS Adjuncts APM-280</th>
<th>WOS Professor in Residence APM-270</th>
<th>WOS Non-Faculty Academics</th>
<th>Lecturer Summer Sessions</th>
<th>Internal Hires (Change in Series)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position, Candidate, and Appointment* sections</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>CV</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Additional Details: Additional information about the position or candidate**
- Enter basic information about the position and justification for a search exemption. Appointment must be requested via AP Bears.
- Enter basic information about the position and justification for a search exemption. Appointment must be requested via AP Bears.
- Enter basic information about the position and justification for a search exemption. Appointment/reappointment requests follow L&S guidelines for title.
- Specify the teaching semester that qualifies lecturer for the exemption.
- Enter basic information about the position and justification for a search exemption. Appointment/reappointment requests follow L&S guidelines for title.

**Additional Details: Department Comments**
- Optional
- Optional
- Optional
- Optional
- Confirmation of funding, including benefits (if applicable)

**Approval Request**
- Department Chair
- Dean’s Analyst
- Department Chair
- Dean’s Analyst
- Department Chair
- Dean’s Analyst
- Faculty PI
- Dean’s Analyst
- Faculty PI
- Dean’s Analyst

*Do not enter the proposed salary in the "Proposed Annual Salary" field. Instead, provide the proposed salary in the "Additional Details" section.*