

## AP Recruit Exemptions College of Letters and Science Guidelines by Title

### Titles Always Requested in AP Recruit Exemptions (Search Exemption, Initial Appointment, and Reappointments)

AP Recruit Entries:	Visiting Titles APM-230	Recalls APM-205	Health Sciences Clinical Professor (WOS) APM 278	Research Associate (WOS) APM-355	Professor of the Graduate School (Use Title Code 1132)	Lecturer (WOS)
<b>Position, Candidate, and Appointment* sections</b>	X	X	X	X	X	X
<b>CV</b>	X	Upon Request	X	X	X	X
<b>Additional Details: Additional information about the position or candidate</b>	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.
<b>Additional Details: Department Comments</b>	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
<b>Approval Request</b>	Department Chair Dean's Analyst	Department Chair Dean's Analyst	Unit Director Department Chair Dean's Analyst	Faculty PI Department Chair Dean's Analyst	Department Chair Dean's Analyst	Department Chair Dean's Analyst

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

AP Recruit Entries:	WOS Adjuncts APM-280	WOS Professor in Residence APM-270	WOS Non-Faculty Academics	Lecturer Summer Sessions	Internal Hires (Change in Series)
<b>Position, Candidate, and Appointment* sections</b>	X	X	X	X	X
<b>CV</b>	X	X	X	X	X
<b>Additional Details: Additional information about the position or candidate</b>	Enter basic information about the position and justification for a search exemption. <i>Appointment must be requested via AP Bears.</i>	Enter basic information about the position and justification for a search exemption. <i>Appointment must be requested via AP Bears.</i>	Enter basic information about the position and justification for a search exemption. <i>Appointment/reappointment requests follow L&amp;S guidelines for title.</i>	Specify the teaching semester that qualifies lecturer for the exemption. <i>Appointment must be requested via CSS and Summer Sessions</i>	Enter basic information about the position and justification for a search exemption. <i>Appointment/reappointment requests follow L&amp;S guidelines for title.</i>
<b>Additional Details: Department Comments</b>	Optional	Optional	Optional	Optional	Confirmation of funding, including benefits (if applicable)
<b>Approval Request</b>	Department Chair Dean's Analyst	Department Chair Dean's Analyst	Faculty PI Department Chair Dean's Analyst	Department Chair Dean's Analyst	Faculty PI Department Chair 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.