

# Non-Ladder Academic Recruitment and Compliance Form

## Guidelines Regarding Full Search vs. No Search Required

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The Non-Ladder Academic Recruitment and Appointment Compliance Form is to be used for appointments to a number of titles, including:

In-Residence	Academic Coordinator
Adjunct	Academic Administrator
Clinical X	Specialist
Clinical Compensated	Project Scientist
Professional Research	Visiting
Lecturer (SOE or PSOE)	

### *Is a Search Required?*

The rule of thumb as to whether a full search will be required rests in the source of funding for the position. If support for the position is from department funds, due to programmatic need or from endowment funds and is NOT UNIQUE to the appointee, a general search should be conducted to recruit the best qualified candidate.

*If the appointee brings his/her own extramural support* and there is little to no allocation of UCLA support, then it is not deemed a regular appointment requiring a search.

*If the position is WOS (without salary)* and is being granted to an employee of a UCLA-affiliated organization; or if the appointment is WOS and is being granted to expand affiliations into the professional community, it is not deemed a regular appointment requiring a search.

*If the appointment is an emergency temporary appointment*, made at the last minute due to unforeseen circumstances, or is temporary (one year or less) due to a special need in the department, it may be made without a full search. HOWEVER, the appointment cannot be for more than one academic year and subsequent appointments can only be made after a full search.