

The University of Tennessee Health Science Center

POSITIONS WITH LIMITED OR EXEMPTED SEARCH REQUIREMENTS

APPOINTMENT PROCEDURES

Effective 10/02/02

Personnel Procedure 143
Attachment 4

Positions with limited or exempted search requirements include but are not limited to the following position categories and titles:

Students: Fellow, Graduate Teaching Assistant, Post Doctoral Research Trainee, Resident, UT Student Assistant

Special Pay Only Positions

These position titles do not require any posting, advertising, Requisition, or Electronic Authorization. Following are the steps which are required for these position titles.

1. For a new position the hiring unit must complete a Request to Create a Position Form (found on the IRIS website) and forward to Business and Finance for approval. If approved a position number will be assigned and e-mailed to the requesting unit.

For a replacement position the hiring unit must locate the position number of the slot being vacated. This number is used as the primary reference to complete the Personal Data Form and PIF. Note: Only one position number is required per cost center for "grouping" of UT student assistants.

2. The hiring unit completes and forwards the Personal Data Form, the PIF or for UT Student Assistants the "UT Student Assistant Short Form," the Direct Deposit, the I-9 form and the W-4 through the chair or unit head; dean or vice chancellor; Vice Chancellor for Academic Affairs for Post Doctoral Research Trainees; and Vice Chancellor for Business and Finance to the Payroll Office.
3. The hiring unit (department) has responsibility for maintaining the official personnel files for individuals covered in this section. (See also Personnel Procedure 130 *Personnel Files*.)