

Academic Search & Recruiting

Quick Start Guide: Private Hire Position Posting

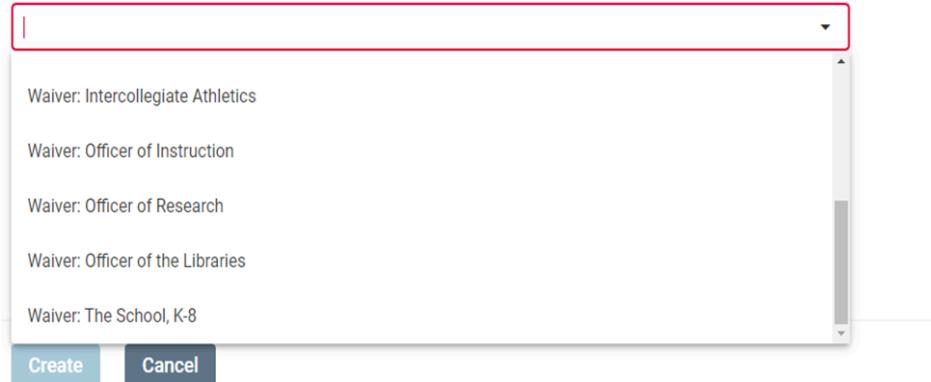
Document Owner	Office of Institutional Equity - Equal Opportunity Compliance and Recruitment
Date of Last Update	Apr 16, 2025
Based on	Interfolio - Faculty Search

1. Login to ASR
2. Select Positions from the left menu
3. Click the blue + New Position button
4. Select "Type" NOTE: you must pick a waiver template. Template is labeled "Waiver: Officer of _____".

Create Position

Please select information about the position you want to create. You cannot make changes to these fields once the position is created.

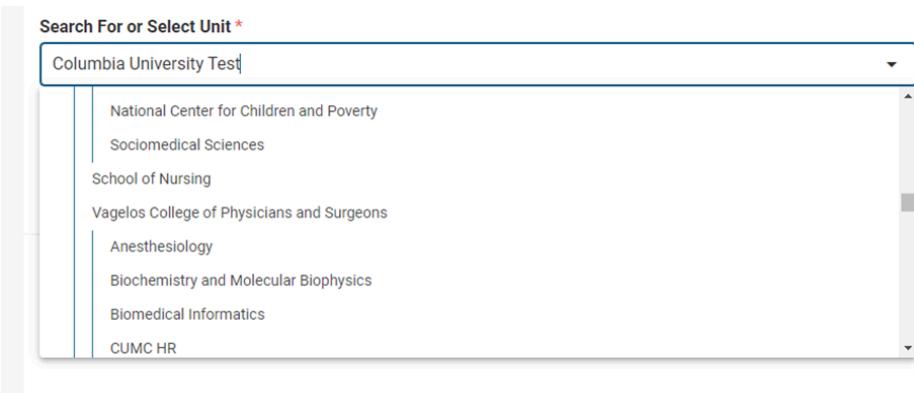
Type *



Waiver: Intercollegiate Athletics
Waiver: Officer of Instruction
Waiver: Officer of Research
Waiver: Officer of the Libraries
Waiver: The School, K-8

Create **Cancel**

5. Search For or Select the Unit that the position is based in
6. What kind of position would you like to create? Select "A new position." Click Create.



Search For or Select Unit *

Columbia University Test

National Center for Children and Poverty
Sociomedical Sciences
School of Nursing
Vagelos College of Physicians and Surgeons
Anesthesiology
Biochemistry and Molecular Biophysics
Biomedical Informatics
CUMC HR

7. Provide Position Title.
8. Provide Location: USE LOCATION CODES ONLY -- this field should only have numeric characters. 01= Morningside| 02= CUIMC | 04=LDEO | 05=Nevis | 06=Manhattanville | 70=Other.
9. Position Type (Officer Type) will be pre-filled from the prior screen.
10. Select an Open date--today's date.
11. Input the salary range for the role. If there is no range and the salary is a fixed amount, write it as: \$fixed salary - \$fixed salary (i.e. \$60,000-\$60,000).
12. Deadline will default to Rolling Deadline.
13. Provide an **accurate and complete** Position Description.

Basic Information

Description & Dates

Position Title *

Professor of Nursing

Location *

02

Position Type

Waiver: Officer of Instruction

Position Type

Officer of Instruction

Salary Range or Pay Grade * 

e.g., \$80,000 - \$100,000 a year; GS-8

\$225,000-\$300,000

17/100 characters

Open Date *

Feb 2, 2023

**Deadline**

Rolling Deadline

Specific Date

Position Description *

| | | | |

The Department of Religion at Columbia University is seeking a full Professor of Religion specializing in Early Christianity or Islamic Traditions. The ideal candidate must already be a tenured full professor or be eligible to be promoted to full professor within one year of hiring. We are particularly interested in candidates that have experience in either or both religions in multiple countries on multiple continents.

body p

14. Provide Qualifications (degrees, experience, specialized skills, etc.).
15. Provide Application Instructions (optional).

Qualifications

Provide degree requirements and other qualifications needed for the role.

body p

Application Instructions

Optional. Provide any specialized instructions to the applicant.

body p

16. For the Advertising Setting select “Private.”
17. Select a Reason for Private Search. If you select “Other” please provide one of acceptable other reasons from the Private Hire Categories document. Target of Excellence / Opportunity Hire is not a viable waiver option—the system is hard coded for all Interfolio users so the drop down choices are programmed by Interfolio and not changeable.

Advertising Setting

What is the advertising setting for this position? *

[Learn more about the advertising setting](#)

Public, the position will be available for applicants to find and apply online.

Private, the position will not be discoverable in any public position feeds managed by Interfolio.

Reason for Private Search *

Spousal/Partner Hire

Target of Excellence/Opportunity Hire

Individual Named in Grant or Offer Letter

Specialist

Emergency Hire

Save & Continue



18. Explain the reason for waiving the mandatory search process in 600 characters max (including spaces). If more space is needed for the rationale, create a word document and upload using the File Upload option in the Internal Notes section.
19. Click Save & Continue.

Advertising Setting

What is the advertising setting for this position? *

[Learn more about the advertising setting](#)

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Private, the position will not be discoverable in any public position feeds managed by Interfolio.

Reason for Private Search *

Emergency Hire

Explain the reason for waiving the mandatory search process:

A Professor of Nursing decided to end their appointment with very little notice to the University. This leaves the department short staffed and three sections of Nursing 101 without an instructor. The incumbent can start immediately and is familiar with the Nursing department and curriculum because they have served as a Visiting Professor in the past.

 **Save & Continue**

20. In the Required Documents you must add a CV. All positions in ASR require a CV.
21. Add any additional required documents.
22. Click Save & Continue.
23. On the Evaluation Settings page select Skip Step.
24. On the Application Forms page select Skip Step.
25. On the Search Committee page select Skip Step.
26. In the Internal Notes Section, select the correct Appointment Type from the drop down.
The only options you should use are Continuing or Fixed.
27. Provide an Anticipated Start Date.

Internal Notes

Position ID or Requisition Number

Appointment Type

Continuing

Rank

e.g., Associate Professor, Lecturer

Title

e.g., Visiting, Clinical, Research

Discipline

Position Term Length

1-120 months

  Month(s)

Anticipated Start Date

Nov 16, 2021  

28. If this is a Fixed position, include the end date in the General Notes field in the 00/00/0000 format. Numerical text only.
29. Select Save & Continue.
30. Submit for Approval.

Funding Source
e.g. Vice-President's Office; Grant Foundation

Hiring Plan
N/A

General Notes

31. The draft posting will be sent to your Unit Administrator for review. On the positions page

waiver positions are indicated by . Once the Unit Administrator approves the post, you will need to go to the Positions page, select the position by clicking the title, select the blue Position Actions button and select Edit Position. The Position Advertising should be listed as private and the Apply Now page is not published, click publish to activate the the position URL. *Note this URL is not viewable on any CU job boards.

THIS POSITION IS: 

Open to New Applicants

Open Date *

11/30/2021



Deadline

Rolling Deadline

Specific Date

POSITION ADVERTISING: 

"Apply Now" page is **now published**

UNPUBLISH

URL

<http://apply-sandbox.interfolio.com/27879>

COPY URL

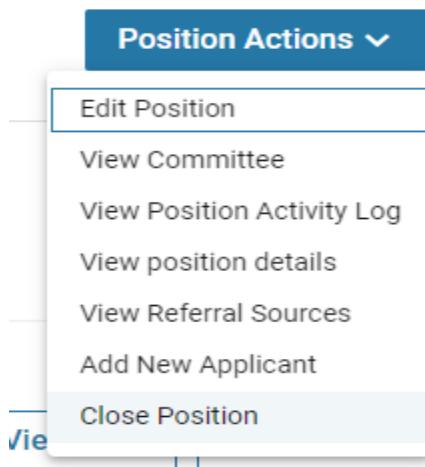
32. Change the status of the post to Waiver Post.

33. **Send the position posting link to the waiver candidate and have them apply for themselves**

34. Once the waiver candidate applies, change the status of the applicant to waiver entry by clicking the checkbox to the left of their name, selecting the red status option and scrolling through the dropdown menu until you locate “Waiver Entry.”

<input type="checkbox"/>	Applicant Name	Date Updated	Applicant Status
<input checked="" type="checkbox"/>	Jane Anderson	11/30/21 09:24 AM EST	Waiver Entry

35. Select Position Actions
36. Select Close Position



37. Was an applicant selected? Select Yes. Select Applicant(s) by clicking the blue +Add Applicant button
38. Choose the Waiver Entry (selectee) from the list by clicking the blue Add. then click Close.

The image shows a modal dialog box titled 'Add Selected Applicant' with the following interface:

- Search for name or email address:** An input field with a magnifying glass icon.
- Filter by Status:** A dropdown menu showing 'All Statuses'.
- Table of Applicants:**

Name	Email	Status	Actions
Jane Anderson	janeanderson@gmail.com	Waiver Entry	Add
- Close:** A button in the bottom right corner.

39. This will trigger the waiver post being sent to OIE for manual Candidate Clearance review.

Send Selection for Approval

Your institution has defined steps for review of the selected applicant(s) in order for the position to be closed. The approver(s) displayed below will receive a message asking them to review the position. You will receive an email once the position has been approved by all approvers. [View all approval steps](#)

Position

Untitled Position

Send To

Step 1 of 1: Waiver Entry Approval

40. If the waiver receives Candidate Clearance, the EEO note will be published to the position, the committee manager will receive the approval email and the selectee will be approved to move forward in the hiring process. *After the posting receives Candidate Clearance it will be moved to “Position Closed.” This archives the position.

Things to Note

- You cannot hire multiple selectees on one waiver post unless the job description, waiver reason and waiver rationale are exactly the same for all candidates.
- You cannot complete the EEO information of any applicant; Interfolio requires that this information only be completed by the actual applicant.
- You must use a template that has waiver in the title for it to properly reach OIE for Candidate Clearance. Failure to use the right template will result in you having to recreate the entire post. Review your waiver entry for errors, incorrect start date, appropriate rank and title, appropriate pay and job description.
- Waivers may take up to eight business days for review, please plan accordingly.

Private Hire (Waiver) Reasons

A unit will normally use the procedures described in its SSEP to recruit officers of instruction, research, and the libraries; teachers at The Columbia School for Children; and intercollegiate athletics coaches. In *unusual* situations, a hiring unit may seek a waiver from the standard search requirements. Waivers are to be used *sparingly* and the preferred method of academic search and recruitment is a standard open search. Unless otherwise noted, the waiver categories below are applicable at all Columbia University campuses. The following situations may be appropriate for such a waiver:

- **Spousal / Partner Hire:** The recruitment of an officer of instruction or an officer of research may require the appointment of an accompanying spouse or partner in order to secure the recruitment. Note: If the primary recruit does not accept the offer, this waiver reason is no longer applicable and cannot be used to hire the spouse or partner.
 - Example: A Professor is being recruited by MESAAS who will only consider the offer if the Professor's spouse is also offered a position at Columbia University. The recruited Professor's spouse could be waived into a role as part of the recruitment of the Professor.
- **Specialist:** The requirements for certain positions are sufficiently specialized that they can be filled only by a limited number of senior academic officers (Officers of Research, the Libraries and Intercollegiate Athletics), all of whom are known to the professional community.
 - Example: Appointing former President Barack Obama to a full-time Law School faculty role.
- **Visiting Scholar and Research:** A department or school wishes to enrich its curricular offerings by temporarily appointing a distinguished visitor for a semester or one academic year.
 - Example(s): Third party fellowship opportunities that include 1-2 semesters of teaching on a Columbia University campus or a visiting assistant/associate/full professor from a peer institution.
 - Example: *External Competition:* A hiring unit participates in an external competition/fellowship that identifies and selects candidates. The candidates are awarded a time limited opportunity to teach or do research at Columbia University as one of the responsibilities of the competition/fellowship. Duration is typically identified in the rules of the competition/fellowship but often does not exceed 1-2 years.
- **Research Team:** The recruitment of a faculty member or officer of research may require appointing others because they form an established research team.
 - Example: A faculty member or researcher at another institution or organization accepts a position at Columbia University and brings the pre-established research team with them to Columbia University. Note:

Recruiting a research team member after the project is transferred to Columbia will require a standard open search.

- **Individual Named in Grant or Offer Letter:** The receipt of a grant may be contingent upon assembling an appropriate research team in advance of its award. This individual **must already** be a member of the team prior to the grant being awarded.
- **Emergency Hire:** A department or school needs to recruit quickly to maintain optimal staffing levels to sustain operations, courses, and/or research for a limited time.
 - Example(s): Due to sabbaticals three faculty members will be unavailable to teach courses for the upcoming academic year thus the department needs three lecturers to maintain department operations, a faculty/staff member resigns with little to no advance notice, a faculty/staff member needs to take leave (medical/personal, etc.). Note: If you know a year in advance that a faculty member will be taking leave (medical/personal/research) you have ample time to conduct an open search for a time limited replacement. [SA4]
 - Example: *Unpredicted enrollment increase*: A department needs to open additional sections of a course or courses due to an unpredicted enrollment increase. There may not be enough time to conduct a standard search that concludes before the start of the academic term.
- **Other: Short-term Grant or Contract:** A hiring unit has a short-term opportunity where there is not enough time for the hiring unit to conduct a standard search prior to the start of the grant or contract. Typically, six months or less.
- **Other: Short-term Bridge Until the Completion of Ph.D:** An applicant who has been offered a postdoctoral position but needs to delay the start of their post doc position (to complete their dissertation edits and/or until their degree is conferred) may be offered a staff associate role not to exceed one year (365 days) to allow them time to complete their doctoral degree requirements.
 - Example: Jane Doe is selected for a post-doctoral position starting July 1, 2020 but she just passed her dissertation defense on May 15, 2020 and still needs to complete dissertation edits and have her degree conferred by her University. Jane Doe can be hired as a staff associate II via waiver for up to a year to allow her time to complete her degree requirements. After her degree is conferred she will be moved into her post-doctoral position. Note: This waiver reason is only for students who have defended their dissertation. A letter from the candidates' home institution must state that they have met all degree requirements and successfully defended their dissertation, this letter should be uploaded via the File Upload button to the waiver post. If the student has not yet defended please reach out to the Office of Academic Appointments for further guidance.
- **Other: Star:** An opportunity arises to recruit a senior academic officer (Officer of Instruction) of great eminence who would ordinarily not be expected to be available, such as a distinguished scholar or nationally renowned artist or

professional. This waiver is not appropriate for junior faculty positions or, with rare exceptions, non-faculty appointments.

- **Reinstatement, Returning Employee** - Previous Exploratory Visitor: This waiver reason is only applicable to previous exploratory visitors at the Law School. The previous exploratory visitor must have been hired via an open standard search in order for this waiver reason to be applicable.
- **Internal Promotion:** This waiver reason applies to the following three situations only.
 - *LDEO Only* - The outstanding achievements of a member of the research support staff (Post Doc) at LDEO may merit a promotion to the rank of staff associate.
 - *University Libraries Only* - The attainment of a Master of Library Science (MLS) by a Libraries staff member, and the subsequent reclassification of his or her position to officer level, based on increased level of responsibility, may merit a promotion to librarian.
 - *CUIMC Only* - Promotion of Housestaff or Postdoctoral Officer Previously Appointed through a Match Program to Instructor: An officer originally appointed through a matching program may be promoted to a title of Instructor. This category also includes residents who require a temporary appointment to complete a short-term specialty training assignment beyond their residency period. (Please note: no one may be promoted internally to the level of Assistant Professor without a full search.)
- **Change in Organizational Structure** - This waiver is appropriate when employees are moved from one officer type to another due to an internal reorganization.
 - Example: Staff Assistants who were Officers of Administration were reclassified by Columbia University to be Officers of Research.
 - *CUIMC Only* - Example: Change of Position Definition for Budgetary Purposes: Officers who receive partial or full financial support from an affiliated hospital or institute and who have a part-time University position as an officer of instruction or research may be given full time appointments in response to changes in funding sources if their work responsibilities remain unchanged.

All waiver candidates for an opening must receive Candidate Clearance through ASR before an offer can be made; this includes verbal offers. The reporting and OIE clearance procedures for waivers are as follows:

A waiver draft post is created by the hiring unit. It must include an appropriate position title, full position description, minimum qualifications, position type (limited or continuous), anticipated start date, end date (if time limited). An **up-to-date CV** must be listed as a required document. Hiring units must provide English translations in ASR for any curriculum vitae in another language. Once the draft waiver post is approved by the Unit Administrator, the waiver hyperlink can be shared with the candidate.

The waiver candidate must apply by accessing the hyperlink provided by the hiring unit. The hiring unit should not apply on the waiver candidate's behalf. The waiver entry candidate must

complete their application and all Voluntary EEO disclosures. Voluntary EEO disclosures cannot be completed by the department, Interfolio requires that they be completed by the candidate.

The waiver request is reviewed by OIE. Notice of OIE clearance or failure to clear will normally be issued by OIE within **eight working days** of receipt to the Committee Manager listed on the post. If the waiver receives Candidate Clearance, an EEO note will also be placed on the position in ASR confirming approval.

In the event a waiver fails to clear, the hiring unit should contact OIE to determine the next steps. OIE may withhold OIE clearance when a waiver does not comport with the University's policies and procedures on equal opportunity, nondiscrimination, and affirmative action.

Submitting a waiver for OIE review does not imply automatic approval. Candidates should not receive an offer letter prior to receiving a Candidate Cleared approval email.