



UNIVERSITY OF CONNECTICUT

OFFICE OF DIVERSITY & EQUITY

Audit Search

Audits bypass the formal recruiting and screening process. These types of searches are for temporary and end date research and faculty positions.

Faculty hires through an audit are for a finite period of time, are not tenure track and are related to certain circumstances which are sufficiently time sensitive to prohibit a full search being conducted to fill the position such as:

- early retirement of a faculty member;
- resignation of a faculty member;
- faculty sabbatical or leave;
- a failure to find a permanent candidate through a full search;
- a vacancy until a full search can be conducted for the next academic year; **or**
- a critical need to cover scheduled courses due to any of the above.

Research positions filled through an audit are also temporary and end date and in most cases related to the term of a grant or research project. A hire into one of these positions:

- obtained the grant or research funding;
- is the Principal Investigator on a grant or research project;
- is mandated by the grant;
- is a key member of research team;
- is the foremost pioneer in his/her field;
- is at the top of field in this area of research;
- has a unique area of research or field;
- has unique expertise for this project or grant;
- is the key person for success of the grant;
- had previous involvement in the grant or similar grant; **and/or**

- is critical to project or grant deadlines.

Management/Confidential positions are rarely filled through the audit process. These highly infrequent instances are for positions which are all temporary with end dates less than one year and address a crucial need to immediately fill a position vacancy with a critical function or a highly specialized project. A full search will be conducted to fill the positions permanently. UCPEA positions are never filled through the audit process. The hiring department must submit a sufficient explanation, in narrative form, on the implausibility of conducting a full search to fill the position and documentation detailing:

- specialized skills, reputation and unique achievements of the hire, and a narrative explanation of the availability of others with these types of qualifications;
- networking or other types of recruiting activities (including professional association and conference participation) that led to the identification of the hire; and
- good faith attempts to identify goal applicants (including letters and emails sent to colleagues and professionals at other institutions requesting assistance in identifying goal applicants); and a comment on the availability of goal applicants for such positions.