



Search Waiver appointments can be made to fill the unexpected departure of faculty, an urgent clinical or teaching need, or to develop a new program. Please review the search waiver process on our [website](#) for detailed information regarding the information required for your search waiver appointment.

Step 1: Submit the following to our office at BMFASearches@brown.edu:

- This search waiver request form
- Faculty Position Authorization (FPA) form
- Candidate’s CV (ideally in Brown format)

Step 2: Once the search waiver appointment has been approved by the Dean and Brown University, please submit the following required documents to the email above to request the official appointment:

- Chair letter requesting appointment
- Chief’s letter (if applicable)
- Hospital support letter (if applicable)
- Job description
- Candidate’s DOB and Gender (for building their Workday profile)
- Three (3) Letters of Recommendation
- Faculty Recruitment Information Form (if applicable)

Please note: these documents can be submitted at the same time as Step 1 if you already have the documents ready.

Name of Candidate: _____

Department:

Visa Required?

Appointment Requested:

Track Requested:

Please describe the purpose of this search waiver appointment:

Please answer the following questions to justify your request for this search waiver appointment:

If you were to do a search to fill this position how would you describe the required qualifications?

What unique expertise/qualifications does this candidate possess that may make them more desirable for this position than any other candidate that would emerge in a pool of candidates responding to a national search?

How will the candidate contribute specifically to the academic mission and programs across the department, medical school, and university?

Please explain your reasoning for opting to request a search waiver appointment vs. including the individual as a candidate in an approved search?

Please include any additional information you think will be helpful to our review process.