

Search Waiver Request Form Clinical Departments

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 <u>website</u> 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? **Track Requested: Appointment Requested:** Please describe the purpose of this search waiver appointment:

f you were to do a search to fill this position how would you describe the required qualifications?							
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ition than any							

will the candidate contribute specifically to the academic mission and programs across the department, medical pol, and university?
se explain your reasoning for opting to request a search waiver appointment vs. including the individual as a idate in an approved search?

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