



**FLORIDA INTERNATIONAL UNIVERSITY
EOP POSTING
EXEMPTION FORM**

The following circumstances do not represent bona fide position vacancies and no announcement is required:

- a. Academic rank promotions.
- b. Position rotation, e.g. faculty member is elected/designated to serve as chairperson & associate chairperson consistent with the department's rotation policies.
- c. The reassignment or demotion of an employee to a different position.
- d. The reclassification of a filled Administrative, Staff, or Faculty position if no actual vacancy exists.
- e. A change of funding to/from a contract, grant, auxiliary, or local fund from/to a general revenue funded position with no change in duties, responsibilities, or classification if the incumbent was hired according to the university vacancy announcement procedures.

The following circumstances represent vacancies which may be exempt from posting requirement. Please check one of the following:

- a. Positions funded from contracts or grants:
When the principal investigator and other key personnel who are specifically identified by name in the contract or grant. Identify grant agency, project ID, and project period.
- b. Positions to be filled by persons who have been laid-off and who have recall rights as specified under the collective bargaining agreements and in the University's policies.
- c. Part-time positions of up to .50 FTE. A part-time position may not be changed from 50 FTE or less to greater than .50 FTE without conducting a search.
- d. Positions to be filled as interim appointments provided the appointment does not extend beyond one year for administrative and staff positions. For faculty positions, visiting appointments may or be for up to a 4 year term, with a 1 year extension if approved by the Provost.
- e. Positions to be filled on an interim, or temporary basis.
- f. Postdoctoral Fellow appointments for no more than 3 years.
- g. Research Associate for no more than 1 year.
- h. Positions to be filled in settlement of litigation, grievance or arbitration.
- i. Change in the title and/or responsibilities of a current member of the faculty where the change involves expanding or restructuring an existing situation without establishing a new position or creating a vacancy that must be filled. Explanation of the change must be provided in the additional documentation section of the Posting Exemption form.

- j. Appointment to a faculty rank, regardless of the length of term, without compensation or with pay that is nominal compared to the regular compensation of a similar position, e.g., honorific titles.
- k. Unique qualifications that make a search counterproductive. Documentation of the qualifications must be provided in the additional documentation section of the EOP Exemption form. Endorsement by the President is required after Human Resources approval.

Approvals:

Exemptions: (a-j)

Dean/Director

Date

EOP

Date

Vice President/Provost

Date

Exemption: (k)

President

Date