

APPENDIX B
JF 27 and Post Doc WAIVER of Recruitment

Date

Mary E. Klotman, M.D.
Dean, Duke University School of Medicine
Vice Chancellor for Health Affairs
R. J. Reynolds Professor
DUMC 2927

RE: Waiver of National Search for Dr. _____.

Dear Dean Klotman:

I am writing to document our department's waiver of the national search requirement for a new (JF27 or Post Doc) position in the Department of _____, Division of _____. We are hiring _____ effective _____ as a _____.

Provide justification for the request to waive a national search from one of the options below. Be sure to include detailed explanations as well as any relevant supporting materials.

- John Doe is working currently at XXX and has developed specific skills and abilities that uniquely fit the research that is performed in my laboratory. If a search were to be conducted, it would be unlikely to find someone whose skills match so closely with the work in my research program.
- John Doe is working currently at XXX and has expressed interest in joining my research program here at Duke. Mr. Doe has funding provided by YYYY as shown in the attached documentation to support his/her stipend for ZZZZ years. Mr. Doe's experience and interests will add to the quality and scholarship of my research program.
- John Doe is working currently as a graduate student in my research program. He has one paper to finish before his graduate student experience is complete. He will be able to finish this work inside one year, so this appointment as XXX will be for a maximum term of one year.
- After a national search, Duke University recently hired Jane Doe to serve as a faculty member. Ms. Doe is married and her spouse has expertise in _____. The School of Medicine is seeking a waiver of a search in order to offer Mr. Doe the position of (JF27 position). This is not a competitive hire and, therefore, the School of Medicine believes no search is needed.

If I can provide any further information concerning this recruitment, please do not hesitate to contact me

Sincerely,
PI and Chair