



Request for Waiver of Search Requirement for Faculty/Staff

Please complete this form and save it. After signing, you may scan this form and e-mail the scanned copy for approval routing. Please route only to the next office in the routing queue.

College/School: _____ Department/Division _____

Position to be Filled

Employee Name: _____

Date of Hire: _____

Rank/Title: _____

Index Number: _____

Position Number: _____

E-Class: _____

Type of Appointment

Academic Year Fiscal Year

One Semester

Other _____

*Recommended Salary _____

HR will approve final salary

Justification

Please provide a statement of specific request and justification

additional sheet

Must attach CV & Draft Offer Letter

Approval Signatures

DEPARTMENT HEAD I request waiver/modification of regular search procedures as specified above. I also certify that a waiver of search has not previously been approved for this appointee.

(signature)

(date)

DEAN/VICE PROVOST Approved _____ Disapproved _____
Comments:

(signature)

(date)

PROVOST/VP Approved _____ Disapproved _____
Comments:

(signature)

(date)

INSTITUTIONAL EQUITY Approved _____ Disapproved _____
Comments:

(signature)

(date)

HUMAN RESOURCES (staff positions only)

Approved _____ Disapproved _____
Comments:

(signature)

(date)