

**Faculty Search Waiver Request**

Department	For HR Use only <input type="checkbox"/> Existing Position <input type="checkbox"/> New Position	HR #
Position Number		HR cat/sub
Job Code/Title		Search Fiscal Year
Working Title		Job Code
Account Code/Funding		FLSA: <input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

Contact Name	Phone	Email
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Name	Sex	Ethnicity Code	Person with Disability	Covered Veteran	Percent of Time/FTE	Beginning Date	End Date Limited Term or Temporary	U.S. Employment Eligibility

<b>E- Ethnicity Codes</b> 1 Asian 2 African American 3 Hispanic or Latino 4 American Indian or Alaska Native 5 Native Hawaiian or Other Islander 6 White 7 Other	<b>S- Sex</b> M -Male F-Female	<b>V-Veteran</b> V-Veteran Era S-Special Disabled O-Other Eligible	<b>D-Disabled</b>
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**Reason for Waiver:**

- Acting/Interim
- Domestic Partner Accommodation
- Emergency
- Promotion
- Reorganization
- Target of Opportunity
- Underutilization
- Other – Please list

**Attach** a detailed letter outlining the rationale for waiving the usual search process.

**Attach** a curriculum vita/résumé and position description. If promotion, **attach** former position description.

**Authorizations** (listed in routing approval order)

Administrative Authority _____	Date _____
Dean _____	Date _____
Chief HR Officer _____	Date _____
EVPAA/EVPR _____	Date _____

***Please note-** verbal offers cannot be made until the Search Waiver (this form) has been approved by Human Resources*