

# ***Faculty Hiring Procedures Waiver***

## **GUIDELINES**

Occasionally, there may be an immediate need to fill a faculty position (tenure-track/job security, full-time adjunct, or visiting) without a national search and without following the recruitment and screening requirements contained in the Faculty Hiring Procedures.

The dean or department chairperson shall prepare a written Request for Waiver that shall include:

- Submission of the Request for Waiver form (page 2 of this document);
- A description of the position;
- The resume or CV and any other relevant information about any candidate proposed to fill that position;
- The reasons why the requirements of the Faculty Hiring Procedures cannot be met;
- Subsequent search plans, if any, must be clearly stated.
- Faculty Qualifications Assurance Form needs to be filled out and forwarded to Academic Human Resources for review and approval.

The Request for Waiver must be approved by the dean when the department chairperson makes the request. The Request for Waiver must then be forwarded to the Office of Diversity, Equity & Inclusion. The Office of Diversity, Equity & Inclusion will then review the Request for Waiver and make a recommendation to the Vice President for Academic Affairs and Provost that the Request for Waiver be either approved or denied. The department will be notified by the Office of Academic Affairs if the Vice President for Academic Affairs and Provost has approved the Request for Waiver.

Requests for Waivers may be made in the following situations:

- A. Situations in which a pool of highly qualified and diverse candidates can be developed locally for tenure-track/job security or full-time adjunct positions. The pool may include internal as well as external candidates generated through local advertising.
- B. Situations in which a person may be given a visiting appointment where there is insufficient time to generate a pool because someone needs to perform the necessary functions within days.
- C. Situations in which a department wishes to secure an individual with genuine professional distinction on a visiting appointment.
- D. Situations in which a person may be given a visiting appointment to fill a position while a search is being conducted.
- E. Situations in which a person may be given a tenure-track/job security or full-time adjunct appointment where a candidate has highly limited availability in a particular field of study.
- F. Situations in which a person may be given a tenure-track/job security appointment where necessary to recruit/retain spouse/partner.
- G. Situations in which a person may be reappointed to a visiting appointment (Provide explanation on Request for Waiver Form):
- H. Other exigent situations (Provide explanation on Request for Waiver Form):

# Faculty Hiring Procedures Waiver

## REQUEST FOR WAIVER

School/College: \_\_\_\_\_

Department: \_\_\_\_\_

Position:

Title/Specialty \_\_\_\_\_

Position Number \_\_\_\_\_

Tenure-Track/Job Security \_\_\_\_\_ Full-Time Adjunct \_\_\_\_\_ Visitor \_\_\_\_\_

Person Being Replaced (if any) \_\_\_\_\_

Person Being Hired (if known) \_\_\_\_\_

Effective Date of Appointment \_\_\_\_\_

Length of Appointment \_\_\_\_\_

Reason Waiver is Requested (See Guideline situations):

A. \_\_\_\_\_ B. \_\_\_\_\_ C. \_\_\_\_\_ D. \_\_\_\_\_ E. \_\_\_\_\_ F. \_\_\_\_\_ G. \_\_\_\_\_ H. \_\_\_\_\_

Supporting Documents:

Candidate Resume/CV and other Relevant Information:  (attached) \_\_\_\_\_

Detailed Explanation of Reason for Request:  (attached) \_\_\_\_\_

Faculty Qualifications Assurance Form:  (forwarded electronic) \_\_\_\_\_

Subsequent Search Plans:  (attached) \_\_\_\_\_

Situation G explanation:

Situation H explanation:

Approvals:

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation for Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Office of Diversity, Equity & Inclusion)

Approval of Waiver: \_\_\_\_\_ Date: \_\_\_\_\_  
(Vice President for Academic Affairs and Provost)

\* Waivers will be valid for one year unless otherwise noted here: \_\_\_\_\_