Request for Search Waiver

Search Waivers are granted to allow a department to fill the position without using the normal search process. To ensure that Affirmative Action and Equal Opportunity concerns are properly addressed, search waivers are subjected to heightened scrutiny and are granted under a limited number of circumstances. A typical scenario under which it is appropriate to request a search waiver is when an exceptionally well-qualified candidate is identified during a search who can fill an existing and documented departmental need, particularly when that applicant brings increased diversity to the university and department. All requests are required to be sent to the Office of Equity and Inclusion for review.

- PCN # ______________ - (required)  DATE____________________
- Attach Position Description Form (required)

DEPARTMENT: ______________________  POSITION:_________________________
SALARY: __________________________

We request permission for a **PERMANENT** replacement for:

______________________________________________________________

Reason for departure: __________________________________________

**RATIONALE FOR SEARCH WAIVER:**

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

NAME OF REPLACEMENT: _____________________________________________

QUALIFICATIONS: Attach separate document (resume or curriculum vitae) required
REQUIRED SIGNATURES

____________________________________________ DATE: _________________
Chairperson/Department Head

( ) APPROVE __________________________ DATE: __________________
( ) DISAPPROVE University Business Officer

( ) APPROVE __________________________ DATE: __________________
( ) DISAPPROVE Dean/Director/Department Head

( ) APPROVE __________________________ DATE: __________________
( ) DISAPPROVE Provost (for Academic Affairs)/Vice President (Non Academic Affairs)

( ) APPROVE __________________________ DATE: __________________
( ) DISAPPROVE Equity and Inclusion

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