

Request for Search Waiver for Research Faculty Form

Under normal circumstances, a full search is required to ensure that all interested parties have an opportunity to apply for a faculty position. Sometimes, however, situations occur that make it necessary to request that a faculty appointment be made without conducting a full search. Use this form to request a waiver of a search. Please be sure to provide all information requested. Send this form to the Office of Institutional Equity for approval after obtaining signature approval from the department head and the school/college's dean.

Section A Description of Position

_____ <i>School/College</i>		_____ <i>Position Title and Rank</i>
_____ <i>Org. Unit and Name</i>		_____ <i>Salary Range</i>
_____ <i>Date Position Announced</i>		_____ <i>Anticipated Start Date</i>
_____ <i>Contact Person</i>	_____ <i>Location</i>	_____ <i>Phone and Fax</i>
<input type="checkbox"/> Permanent	<input type="checkbox"/> 10-Month	<input type="checkbox"/> Part-time
<input type="checkbox"/> Full-time	<input type="checkbox"/> 12-Month	<input type="checkbox"/> Other (e.g., continuing lecturers) _____

Attach a copy of the job description and the candidate's curriculum vitae.

Section B Candidate Recommended

Attach a short paragraph supporting this recommendation. Comment on the candidate's strengths and weaknesses.

Name of Candidate Recommended

Section C Reasons for Waiver

(Explain the reasons for which a waiver is required for this position.)

Section D Signatures of Approval

_____ <i>1. Department Head</i>	_____ <i>Date</i>	_____ <i>2. School/College Dean</i>	_____ <i>Date</i>
_____ <i>3. Director of the Office of Institutional Equity</i>	_____ <i>Date</i>	_____ <i>4. Vice President for Research</i>	_____ <i>Date</i>