

Request for Search Waiver for Tenure Track/Clinical/CTL 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

School/College

Position Title and Rank

Org. Unit and Name

Salary Range

Date Position Announced

Anticipated Start Date

Contact Person

Location

Phone and Fax

Permanent

10-Month

Part-time

Full-time

12-Month

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

1. Department Head

Date

2. School/College Dean

Date

3. Director of the Office of Institutional Equity

Date

4. Provost

Date