

WAIVER

A waiver of the search procedure may be requested in the following instances:

- A. In situations in which a department wishes to secure a faculty member with exceptional professional distinction.
- B. In situations in which a desirable member of a protected group has applied.
- C. In situations to fill postdoctoral vacancies where there is not adequate time of at least four months to recruit and select a candidate(s).
- D. In Continuing Education & Outreach situations in which there is inadequate “lead time” to fill a vacancy when the appropriate expert is not in the pool or in which a specific proficiency is needed to conduct a credit course, noncredit programs or problem-oriented research.

Separate procedures must be utilized for the filling of emergency or temporary vacancies. See “Filing Temporary, Provisional, Acting, and Interim Positions” or “Filing Part-Time Academic Vacancies”.

- I. Hiring Unit
 - A. Secures authorization to fill vacancy.
 - B. Completes and forwards “Waiver Request” form and ADA Compliance forms to OEO.
- II. OEO
 - A. Reviews and processes “Waiver Request” form
 - B. Notifies hiring unit of final disposition of the request