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 “Filling 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