



Instructions

WAIVER OF COMPETITIVE SEARCH PROCESS FOR ACADEMIC/ADMINISTRATIVE PERSONNEL

PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THE FORM.

This document will open in your browser window. TO SAVE THE DOCUMENT ON YOUR HARD DRIVE OR FLOPPY DISK, CLICK ON THE FILE MENU AND CHOOSE SAVE AS. Some document fields will not work in browser windows.

This document is protected, which means that except for the required fields, it is locked. To enter text, click on the gray areas and begin typing.

1. Enter department/school name.
2. Enter college/division name.
3. Enter position title.
4. Enter position number. *(If position is new, leave blank.)*
5. Choose the appropriate appointment type.
6. Enter appointment FTE and check the box for either academic or fiscal year.
7. Enter beginning and ending appointment dates.

(Appointments may begin at any time, but AY appointments normally begin at the start of the AY and FY appointments at the start of the FY. AY appointments end with the academic year for special and specific term appointments. FY appointments end with the fiscal year for special and specific term appointments. Continuous or special appointments with no specified end date should be given an end date of 99/99/99.)

8. Enter proposed salary. *(This amount should reflect the amount of funding identified on the position justification)*
9. Enter a description of essential duties. *(Please specify only the essential duties of this position.)*
10. Enter the required qualifications. *(Briefly specify both the essential required qualifications as well as any preferred qualifications.)*
11. Enter preferred qualifications.
12. Choose reason for waiver request.

(Waivers of the usual search requirements may be requested for the following circumstances:

- a. *An emergency situation where there is insufficient time to follow normal procedures. Usually, this will occur when there is less than four months notice of a position vacancy.*
 - b. *In situations where a unit wishes to secure a visiting person with genuine professional distinction.*
 - c. *In situations where a person may be approved temporarily to fill a position while a search is conducted according to usual procedures.*
 - d. *Some other reason for which a brief explanation must be included.*
- Please specify one of the above letters on the waiver request.)*

13. Print this form, obtain the appropriate signatures, and submit it to the Office of Academic and Student Affairs. Position justification forms must accompany the waiver request.

**WAIVER OF COMPETITIVE SEARCH PROCESS REQUEST FOR
ACADEMIC AND STUDENT AFFAIRS**

ACADEMIC/ADMINISTRATIVE PERSONNEL

1. Department/School Unit(s):	2. College / Division(s)
3. Position Title:	4. Position Number:
5. Appointment Type:	6. Appointment FTE: Academic Year Fiscal Year
7. Appointment Dates: (mm/dd/yy) Begin: End:	8. Proposed AY or FY Salary: \$
9. Description of Essential Duties:	
10. Required Qualifications:	
11. Preferred Qualifications:	
12. Reason(s) for Waiver Request: If "D" is chosen, please provide a brief explanation.	

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13. SIGNATURES <i>Waiver Requested by</i>	
Chair / Director	Date
Dean	Date
Senior Vice Chancellor	Date
Waiver Request #:	