

# Request for Search Waiver for Research Faculty

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 for a research faculty position. Please be sure to provide all information requested. Send this form to the Affirmative Action Office for approval after obtaining signature approval from the department head or center director and the school/college's dean.

## Section A Description of Position

|   |                                   |   |
|---|-----------------------------------|---|
| _____<br><i>School/College/Center</i>   |                                   | _____<br><i>Position Title and Rank</i> |
| _____<br><i>Dept. No. and Name</i>      |                                   | _____<br><i>Salary Range</i>            |
| _____<br><i>Date Position Announced</i> |                                   | _____<br><i>Anticipated Start Date</i>  |
| _____<br><i>Contact Person for AAO</i>  | _____<br><i>Location</i>          | _____<br><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          |

**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 and the sources(s) of funding used to support the position..

**Name of Candidate Recommended**

|               |                        |
|---------------|------------------------|
| _____         | _____                  |
| <i>Gender</i> | <i>Race (if known)</i> |

## Section C Reasons for Waiver

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

## Section D Signatures of Approval

|   |                      |  |                      |
|---|----------------------|--|----------------------|
| _____<br><i>1. Department Head or Director</i>    | _____<br><i>Date</i> | _____<br><i>2. School/College Dean</i>       | _____<br><i>Date</i> |
| _____<br><i>3. Director of Affirmative Action</i> | _____<br><i>Date</i> | _____<br><i>4. Vice Provost for Research</i> | _____<br><i>Date</i> |