

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 Director of Compliance for approval after obtaining signature approval from the department head and the school/college's dean.

Along with the completed Form, please submit the following required documentation:

1. **Attach a copy of the job description.**
2. **Attach a copy of the candidate's curriculum vitae.**
3. **Attach a short paragraph supporting this recommendation. Comment on the candidate's strengths and weaknesses.**

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) _____

Section B Candidate Recommended

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 _____

3. Director of Compliance _____

Date _____

2. School/College Dean _____

Date _____

4. Provost _____

Date _____