

Request for Search Waiver for Research 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 Institutional Equity for approval after obtaining signature approval from the department business office, 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 Candidate Recommended

First Name

Middle Initial

Last Name

Section B Description of Position

School/College

Position Title and Rank

Org. Unit Number and Name

Salary to be Paid

Date Position Announced (if applicable)

Anticipated Start Date

Contact Person

Location

Phone and Email

- Part-time
 Full-time

- 10-Month
 12-Month

- CUL
 Other (e.g., continuing lecturers)

Type of Fund
(Sponsored, Gift, General, etc.)

Fund/Cost Center/Order

Expiration Date if SP

Percentage

Type of Fund
(Sponsored, Gift, General, etc.)

Fund/Cost Center/Order

Expiration Date if SP

Percentage

Type of Fund
(Sponsored, Gift, General, etc.)

Fund/Cost Center/Order

Expiration Date if SP

Percentage

Department Business Manager

Date

Phone and Email

**Over
→**

PURDUE
UNIVERSITY

Section C Reasons for Waiver

(Explain the reasons for which a waiver is required for this position. Attach additional pages as needed.)

Section D Verification

(After verification, please check the boxes below)

- Research faculty hires follow the normal search and screen processes that are in place for tenure/tenure track faculty hires. If another review process was used, attach a separate sheet describing the review process and list the participants' name, title, and department.

- Research faculty supported 100% on sponsored awards must devote 100% of their effort to the sponsored project(s). Participation in related activities such as proposal writing and serving on graduate student committees requires that a certain proportion of salary support be from non-sponsored sources. For more information, please refer to the University Policy on Effort Reporting (II.C.1) (<http://www.purdue.edu/policies/business-finance/iic1.html>).

Section E Signatures of Approval

1. <i>Department Head</i>	<i>Date</i>	2. <i>School/College Dean</i>	<i>Date</i>
3. <i>Director of Institutional Equity</i>	<i>Date</i>	4. <i>Executive Vice President for Research and Partnerships</i>	<i>Date</i>