

## REQUEST FOR SEARCH WAIVER

Search waivers may be available when time does not permit a search under normal university search procedures. Search waivers are only available for **temporary** positions. The hiring manager should complete a **Request for Search Waiver** only after a **Request to Fill** has been submitted and received all required signatures. A photocopy of the approved **Request to Fill** (containing all required signatures) must be submitted with the **Request for Search Waiver**.

Department: \_\_\_\_\_

Copy of signed **Request to Fill** Attached   
(Required to process)

Provide a detailed reason for the search waiver request (use reverse or separate page, if necessary):

Who is the proposed candidate? How was the candidate identified?

\_\_\_\_\_  
*Hiring Manager*

\_\_\_\_\_  
*Date*

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### ***Reserved for Diversity and Equal Opportunity***

**RECOMMENDATION:**       Approved       Not Approved       Approved with conditions

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Diversity and Equal Opportunity*

\_\_\_\_\_  
*Date*

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### ***Reserved for Vice President***

**ACTION:**       Approved       Not Approved       Approved with conditions

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Vice President*

\_\_\_\_\_  
*Date*

**Appointment Process:** After receiving an approved **Request for Search Waiver** from the office of Diversity and Equal Opportunity and the Provost/Vice President, the hiring manager should complete the Recommendation for Appointment for and attach the approved **Request for Search Waiver** form to the Recommendation.