

# Illinois State University

## Affirmative Action Search Waiver

When seeking to fill an employment vacancy, the Office of Equal Opportunity and Access expects the hiring authority to undertake all reasonable measures in filling the employment vacancy via an open and competitive search process. There are, however, exceptions to the established search and selection process that may be granted on a case-by-case basis. In these situations, a waiver from the traditional process may be requested by completing this form.

### **Circumstances In Which a Waiver May Be Requested:**

The following criteria describe the rationale for which a waiver may be requested. Please insert the appropriate letter in the Circumstances for Request box on page 2:

- A. To fill an immediate need due to an ***unexpected*** resignation, illness, death, sabbatical, or leave of absence where there is insufficient time to conduct a full search to secure an immediate replacement. In these circumstances, a temporary waiver will be valid for **up to one year for Faculty and AP positions**.
- B. A grant specifies by name the PI or co-PI.
- C. The hiring authority desires to secure a visiting faculty/staff with known professional distinction for a limited time. Please attach a letter of endorsement from the responsible Vice President or Provost attesting to the candidate's national/international recognition.
- D. To rehire a retiree with specific, highly specialized skills, such that a search would be futile. Please attach a letter of endorsement from the responsible Vice President or Provost.
- E. The hiring authority has the opportunity to hire an individual with specific, highly specialized skills, such that a search would be futile. Please attach a letter of endorsement from the responsible Vice President or Provost attesting to the candidate's specialized skills.
- F. An accompanying spousal/partner appointment becomes beneficial to the University's programmatic or diversity needs. Please attach documentation establishing the programmatic or diversity needs justifying employment for the accompanying spouse/partner. Written endorsement from the responsible Vice President or Provost is also required.
- G. The in-line transfer or promotion of a non-faculty employee within a unit provided that the employee is fully qualified for the new position and was originally hired through a competitive search. Please attach the job description and describe in the rational box how the employee meets the required qualifications.
- H. The hiring authority desires to secure an AP position in which the FTE is less than 50%.
- I. To fill an employment need due to a failed competitive search.
- J. To fill an AP trainee, intern, or post-doctoral research position for which a search was conducted through an external source. Waiver will be valid for up to one year.

### **Instructions for Completing the Form:**

- 1. Please complete this form in its entirety. The waiver will be returned to you, unsigned, if any information is incomplete or missing.
- 2. Double-clicking on shaded boxes will bring up a checkbox screen. You can select to have a checkmark placed in the box. The shading does not show up when the form is printed.
- 3. Please obtain the signature of the hiring authority and Dean/administrator prior to sending the form to the OEOA.
- 4. Please secure the signature of the Provost for Tenure/Tenure-track positions and written approval from the Provost for circumstances C, D, E, or F.
- 5. Forward original to the Office of Equal Opportunity and Access (Campus Box 1280 – 208 Hovey Hall) for approval.
- 6. Please allow 4 business days for the OEOA to review and approve your waiver.
- 7. After the waiver has been granted, it will be returned to the hiring authority. The OEOA will not retain a copy of the waiver.
- 8. Upon receipt of the signed waiver, the hiring authority should make a copy of the waiver and forward the original to the Office of Human Resources (Campus Box 1300).

## Illinois State University Affirmative Action Search Waiver

Requested By:		Date Requested:	
Phone Number:			
Name of Department/Unit Requesting Waiver:		Date of Most Recent Search for this Position:	
<b>Employment Classification:</b> <input type="checkbox"/> Tenure Track Faculty <input type="checkbox"/> Non-Tenure Track Faculty <input type="checkbox"/> Faculty Associate <input type="checkbox"/> Date Definite Administrative/Professional <input type="checkbox"/> Continuous Administrative/Professional			
Name of Candidate:	<b>Type of Waiver Requested:</b> <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	<b>Circumstances for Request:</b> (Select criteria A-J per instructions)	
Position # (from Hiring Request Form):	Job Code:	Position Title:	
<b>F.T.E. %:</b> <input type="checkbox"/> 5% <input type="checkbox"/> 25% <input type="checkbox"/> 50%  <input type="checkbox"/> 75% <input type="checkbox"/> 100% <input type="checkbox"/> Other _____	<b>Contract Term:</b> (Faculty and AP Only) <input type="checkbox"/> 4.5 Mo <input type="checkbox"/> 9 Month  <input type="checkbox"/> 12 Mo <input type="checkbox"/> Other _____	<b>Dates of Employment:</b> ___/___/___ through ___/___/___	
<b>What are the minimum job requirements?</b> (attach job description if necessary)		<b>Does this candidate meet the minimum job requirements?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  <div style="background-color: yellow; padding: 2px; text-align: center;"><b>PLEASE ATTACH RESUME, VITAE, OR APPLICATION</b></div>	
Please provide a detailed rationale describing the circumstances necessitating this waiver request:			

\_\_\_\_\_  
Signature of Department/Unit Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Dean/Administrator

\_\_\_\_\_  
Date

### OEOA USE ONLY

\_\_\_\_\_  
Signature of OEOA Director

\_\_\_\_\_  
Date

Appointment Approved

Permanent Waiver

Appointment Denied

Temporary Waiver, Expires \_\_\_/\_\_\_/\_\_\_