

SEARCH WAIVER REQUEST

This form originates with the Search Coordinator and should be submitted with the Personnel Action Request Form. The waiver request must be approved by the appropriate Vice President or President before it is referred to the Affirmative Action Advisory Committee by the Office of Human Resources.

Title of Position _____

Date Position Became/Will be Vacant _____

JUSTIFICATION OF SEARCH WAIVER:

PLANNED PROCEDURE TO BE FOLLOWED IN FILLING THE VACANCY:

Search Coordinator

Date

Appropriate Vice President/President

Date

AFFIRMATIVE ACTION ADVISORY COMMITTEE RECOMMENDATION:

_____ Approve

_____ Disapprove for the following reason(s):

Chair

Date

PRESIDENT'S ACTION:

_____ Accept Affirmative Action Committee recommendation

_____ Not accept Affirmative Action Committee recommendation;

therefore, the waiver is:

_____ Approved

_____ Denied

President

Date

Distribution: Office of Human Resources, Affirmative Action Committee, Appropriate Vice President/President, Search Coordinator