

# Faculty Waiver of Recruitment

## **Purpose**

It is the policy of ASU to promote open and competitive searches for all faculty and staff hires. Waiver of recruitments should be conducted only when special or unique circumstances exist.

A Faculty Waiver of Recruitment hire is an exception to the advertised competitive recruitment policy and is used to hire individuals who have specific and unique skills, knowledge or education essential to the success of the job, or would bring particular distinction to serve the best interests of ASU.

## **Initiation**

The Faculty Waiver of Recruitment should be initiated by the unit hiring authority or designee.

## **Faculty approvals**

The form should be approved by the department chair or school director, the dean and the executive vice president and provost or designee.

Please submit all copies of hire documentation to [Jennifer.Edger@asu.edu](mailto:Jennifer.Edger@asu.edu) within 14 business days of approval. Copies should also be maintained for three years in the hiring department pursuant to the ASU recordkeeping policy.

ASU is an equal opportunity and affirmative action employer.



# Faculty Waiver of Recruitment

Tempe campus    Downtown    Polytechnic    West    Skysong    Mayo    Other \_\_\_\_\_

Bus unit or college: \_\_\_\_\_ Dept: \_\_\_\_\_ Dept code: \_\_\_\_\_

Waiver requested for: \_\_\_\_\_  
 Attach copy of CV or resume; if not attached, please explain.

Regular hire                  Short term - less than six months                  Long term - not to exceed 24 months

Job title or rank: \_\_\_\_\_ Appointment period: from \_\_\_\_\_ to \_\_\_\_\_

%FTE: \_\_\_\_\_ ACCOUNT: \_\_\_\_\_ Salary \$ \_\_\_\_\_ Position #: \_\_\_\_\_

Academic year		Fiscal year		Semester or summer	
University staff	Faculty	Tenured	Academic professional	Continuing	
Administrative		On track		On track	
Other _____		Not on track		Not on track	

The following sections must be completed.

1. Provide justification for and purpose of the waiver of recruitment.
  
2. Briefly describe the scope of work to be performed by the individual hired.
  
3. Describe how the selected individual meets the minimum qualifications for the position.

\_\_\_\_\_  
 Contact name, please print                  Phone/Fax                  Mail Code

\_\_\_\_\_  
 Department chair or director                  Date

\_\_\_\_\_  
 Dean or AVP                  Date

\_\_\_\_\_  
 Vice president or Vice provost                  Date