download **Waiver of Search and Screen Procedures**

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| **Waiver is for: New Position Replacement** | | |
| **Position Information** | **Department/ Division** | **Salary Plan Code/ Grade** |
| **Job Title** | |
| **Salary Range** | **Anticipated Date of Employment:** |
| **If this is a replacement request, provide the name, position number, and salary of the employee being replaced:**  **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

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| **Justification for Waiver** | **Please provide a detailed explanation for this request in the space below. Justification for search waivers *must* align with one of the reasons listed in the IU Search Guide (see attached page).** |
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| **Requested By** | **1. Department Supervisor/Dean/ Director** | **Date** |
| **2. Vice Chancellor** | **Date** |

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| **Request Approval** | **1. Vice Chancellor of Administration/CFO (All Positions)** | **Date** |
| **2. Director of Human Resources** | **Date** |
| **3. Director of Affirmative Action/ EEOC Officer** | **Date** |
| **Request Denial** | **Please state reason(s) for denial:** |  |
| **Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

# Search Waivers

## **Reasons**

Waivers to the standard search process are sometimes necessary. The following are circumstances under which a waiver to the regular search process will be considered. When seeking a waiver, the department should be prepared to explain the circumstances and demonstrative an appropriate justification.

* **Endowed Chairs**

Department must document it has systematically canvassed the field of qualified scholars, made extraordinary efforts to identify qualified minorities and women, and systematically screened candidates.

* **Unique Individuals**

Department must document why the usual advertising procedures are inappropriate, canvas the field for qualified scholars in the relevant discipline, and provide evidence that other individuals with similar qualifications or stature are not available.

* **Individuals who have held the position in a Visiting/Interim Capacity**

Departments must demonstrative that there was a full national search when the individual was initially recruited.

* **Change in Appointment Type**

Waivers south to change one full-time regular appointment to another type of full-time regular appointment usually because of increased duties or a change in organizational structure.

* **Expansion of Part-Time Appointment**

Department must document that the position was appropriately advertised to convert to a full-time position.

* **Promotion**

No vacant position exists; the change is to reflect different or increased responsibilities.

* **Urgent Department Needs**

Department must document the urgent need and the identified candidate with unique or superior talents.

* **Dual Career Situation**

Department must document that the hire is part of a dual-career situation.

* **Return from Disability**

When a person on disability leave cannot resume the duties of his/her former position and must be placed in an alternative vacant position.

* **A Research Associate that is written into a grant application**

When the person is written into the grant application, or a student already on the project part-time.

* **Loss of Outstanding Candidate**

Department must demonstrate that an outstanding candidate would be lost of another offer if procedures were followed.