

# **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.

## **Initiated by**

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/School Director, the Dean and the Executive Vice President and Provost or designee.

Please submit all copies of hire documentation to [Janina.Kokins@asu.edu](mailto:Janina.Kokins@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/affirmative action employer.



# FACULTY WAIVER OF RECRUITMENT

TEMPE CAMPUS  DOWNTOWN  POLYTECHNIC  WEST  SKYSONG  MAYO  OTHER\_\_\_\_\_

Bus Unit/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/Rank: \_\_\_\_\_ Appointment period: from \_\_\_\_\_ to \_\_\_\_\_

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

Academic year  Fiscal year  Semester/summer

UNIVERSITY STAFF  
 ADMINISTRATIVE  
 OTHER \_\_\_\_\_

FACULTY  Tenured  
 On Track  
 Not on Track

ACADEMIC PROFESSIONAL  Continuing  
 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/Director

\_\_\_\_\_ Date

\_\_\_\_\_ Dean / AVP

\_\_\_\_\_ Date

\_\_\_\_\_ Vice President/Vice Provost

\_\_\_\_\_ Date