

**Office of Affirmative Action  
Search Waiver Policy - 2010-11**

**Waivers are granted for the following reasons:**

1. When there is a need to fill a vacancy quickly without having adequate time to conduct a full search, i.e., incumbent's participation in an early retirement incentive program, late resignations, illness, or death. (If approved, the waiver normally does not exceed one year.)
2. In order to implement the College's affirmative action goals by providing upward mobility/internal promotions.
3. When a new College President wishes to reorganize existing staff into a pattern compatible with his or her own administrative style.
4. When there is a need to fill a temporary vacancy for a duration not to exceed six months (i.e., special circumstances for development), which makes a search impossible or impractical to conduct because of time restrictions or requires someone already familiar with the campus equipment or operation. Temporary part-time appointments to positions for a period not to exceed six months normally will not require a full and open search. The Provost or divisional Vice President, however, will recruit on a periodic basis for candidates for future part-time temporary vacancies.

In order to obtain approval for a waiver, the department head or chair must submit a completed search waiver request to the Affirmative Action Office after obtaining the approval of the dean/director and the Provost or divisional Vice President of that unit, delineating the reasons for the request and the name of the individual being recommended for appointment. The justification must be based on the criteria (1-4) listed above.

**The offer of employment may not be made to the candidate until after receiving the search waiver form with all the appropriate signatures.**

The granting of waiver extensions is discouraged. In the event that special circumstances beyond departmental control occur, an extension must be requested by the dean/director and approved by the Provost or divisional Vice President before it is submitted to the Affirmative Action Office.

**Extensions will not be granted for more than one year without review and approval of President's Cabinet and the Affirmative Action Officer.**

Succession Planning Requests for Permanent Search Waivers

Where the Provost or divisional Vice President identifies a situation where a permanent search waiver is requested for an internal promotion without a search, usually relating to specific types of expertise and/or technical training, these must be reviewed and approved by President's Cabinet after review and approval by the Director of Human Resources and the Affirmative Action Officer.