
Office of Human Resources | Box 1040 | Edwardsville, IL 62026 | Phone 618.650.2190 | Fax 618.650.2696

Purpose: Southern Illinois University Edwardsville is firmly committed to Equal Employment Opportunity and to compliance with all Federal, State and local laws that prohibit employment discrimination on the basis of age, race, color, gender, national origin, religion, disability, protected veteran status, and other protected classifications. Every effort should be made to advertise, post, and evaluate applicants for vacant positions. Additionally, promotional opportunities should generally be filled through a competitive process. Search procedures have been developed in order to ensure an open and competitive process to fill vacant positions. Filling vacancies through the search process assures that the University maintains compliance with Federal and State affirmative action legislation in addition to offering assurance that units are hiring the most qualified candidates. However, in rare instances, a limited number of appointments may be made without going through standard search procedures.

Posting Title: _____ **Initiator:** _____
Hiring Manager: _____ **Posting No.:** FY____ - _____ **Req. ID:** req____
Department: _____ **Date Submitted:** _____

Reason for Waiver:

Interim/Acting Appointment Visiting Scholar Grant Hire
Unique Skills and Experience Spousal Partner Hire

Extension of initial one year interim appointment resulting from previous search waiver request

Has a previous search failed for this job? Yes No **Funding source:** Non-grant Grant

Provide an explanation of the justification for the non-competitive process. Include how the position is eligible for consideration, pursuant to the search waiver policy.

Selected Candidate for Hire

Specific Individual's Name: _____

Resume or CV attached

PDQ/Position Summary attached

Describe the individual's qualifications for the position.

Describe how this individual was identified as a candidate for this position. What efforts were undertaken to identify underrepresented individuals? Was the candidate selected from a group of two or more qualified candidates? What efforts were undertaken to identify qualified candidates?

Vice Chancellor Signature: _____ **Date:** _____
or Chancellor (for positions not reporting to a VC, or position with two reporting lines to Chancellor)

HR Director Signature: _____ **Date:** _____

Eq. Opp. & Acc. Signature: _____ **Date:** _____

President Signature: _____ **Date:** _____