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

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**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:** \_\_\_\_\_