

**MOREHEAD STATE UNIVERSITY
SEARCH PROCEDURE WAIVER REQUEST FORM**

Waivers to the search requirement may be requested in the following instances:

- A. In emergency situations where a pool of candidates cannot be developed immediately. An emergency situation occurs where there is insufficient time for a search because someone must be performing the necessary functions within days or where there are no back-up personnel.
- B. In situations where a member of a protected group is available and helps meet affirmative action goals.
- C. In situations where a person may be appointed to a full-time position with an ending date (Fixed Term I Appointment) while a search is being conducted. Typically, this category is used when tenure track faculty searches are unsuccessful and the department needs to hire a full-time instructor for the coming year and then a new search will be conducted for the tenure track position in the future.
- D. Rare and extenuating circumstances (please explain on attached justification).
- E. In situations of a re-organization, when movement of an employee to a different position and the restructuring is in the best interest of the University and when the employee's former position is no longer available. Basically, no true vacancy exists.
- F. In situations where a Head Coach, who was selected from a national search, wishes to hire an Assistant Coach of his/her choosing, which is standard in this field and across the nation. Appointment of the Assistant Coach and the continuation of his/her appointment are contingent upon, but are not limited to, the duration of the Head Coach's appointment.
- G. In situations where an employee is being returned from a reduction in force (layoff) to a different position. The University generally considers one laid off for other positions as they become available and when the person possesses the appropriate qualifications.

WAIVER REQUEST INFORMATION

Department/Office _____

College/Unit _____

Position Title _____

Person Being Replaced _____

Person Recommended for Hire _____

Please check waiver reason requested: A B C D E F G

(Attach an explanation for your request to waive a search. Also, attach an MSU Application for Employment form and resume completed by the applicant being recommended. No offer should be made prior to approval. This is a request until approved.)

Recommended Rate/Salary _____ Fund Source _____ Recommended Start Date _____

(If above entry level, please submit a justification for the request and obtain written support of the request up the appropriate Vice President's level. Human Resources will then evaluate the request for appropriateness as well as to address an equity concerns.)

WAIVER REQUEST APPROVALS (Signature indicates approval)

Signature

Phone Number

Date

Department Chair or Supervisor _____

Dean/Director/AVP _____

Vice President/Provost _____

Chief Diversity Officer _____

Human Resources Representative _____

Budget Representative _____

President _____