



Request for Waiver of Search Process

(Instructions are on pages 3-4.)

Date:

Contact Name:

Contact Email:

Questions about the process? Contact Employee Relations at (765) 285-1823.

Position Information:

College or Area:

Department/Unit:

Position Number:

Position Title:

Name of Proposed Appointee:

Please attach the following documents:

Justification memo outlining the business need for the request and including responses to all items listed in the *Waiver of Search Process* document

CV/resume of proposed appointee

Proposed position description

Waiver Request Type:

(Descriptions and requirements for each waiver type are listed on pages 3-4.)

1. Emergency Circumstance
2. Promotion
3. Reorganization
4. Lateral/Transfer
5. Position would not exist without appointee
6. Dual-Career Hire
7. Principal Investigator named in a grant
8. Non-employee conducting work on behalf of BSU
9. Other

Signatures required on page 2.

Position Number:

Position Title:

Waiver Request Type:

Please indicate support at each level below and then forward to the next signatory; final approval will be granted by the President.

<hr/> Dept. Chair/Director (Please Print)	<hr/> Dept. Chair/Director Signature	<hr/> Date
<hr/> Dean/Admin. Head (Please Print)	<hr/> Dean/Admin. Head Signature	<hr/> Date
<hr/> Provost/VP (Please Print)	<hr/> Provost/VP Signature	<hr/> Date
<hr/> Melissa Rubrecht Director ER&AA	<hr/> Director ER&AA Signature	<hr/> Date
<hr/> Rose Costello AVP – HR	<hr/> AVP-HR Signature	<hr/> Date
<hr/> Geoffrey S. Mearns President	<hr/> President Signature	<hr/> Date

For ER/AA Use Only:

<hr/> Date Rec'd in ER/AA	<hr/> Date ER Rec'd President's Approval/Disapproval	<hr/> ER/AA Staff Initials/Date
---------------------------	---	---------------------------------

Instructions for completing the *Request for Waiver of Search Process* form:

- A.) Please complete the *Request for Waiver of Search Process* form in its entirety, including all appropriate attachments and required signatures.
- B.) A Justification memo is required which explains why the normal search process should be waived and addresses all points specified in the requested waiver type, as detailed below:
1. **Emergency Circumstance:** The department or unit is facing substantial challenges that require prompt and immediate hiring. Examples may include, but are not limited to: severe staffing shortage, short notice of exit by employee in a mission critical position, urgent need to increase staffing due to business shift based on strategic or mission critical changes, or a recently failed search.
 - a) Explain the emergency circumstances that make an open and competitive search impractical.
 - b) What would be the impact of an open and competitive search on the department?
 - c) Would an interim or temporary appointment be appropriate? Why or why not?
 - d) Would an expedited search meet your needs? Why or why not?
 - e) Are there other qualified employees in the same department who may be interested in this position? If so, list those current employees (name, job title). Describe the strengths and opportunities for growth these existing employees would bring to the position.
 - f) Is there a plan to backfill the position vacated?
 - g) Does this appointment help to retain a valued employee? If yes, please explain.
 - h) Has there been a failed search for this position in the last year?
 - i) Are budgetary considerations helped by this assignment? If yes, please explain.
 2. **Promotion:** The movement of a current BSU employee to an open position that results in the advancement of the employee in level and or pay.
 - a) What is the current position and title of the proposed appointee?
 - b) Are there other qualified employees in the same department who may be interested in this position? If so, list those current employees (name, job title). Describe the strengths and opportunities for growth these existing employees would bring to the position.
 - c) Is there a plan to backfill the position vacated or create a position at a similar level to the position vacated?
 - d) Does this promotion help to retain a valued employee? If yes, please explain.
 - e) Has there been a failed search for this position in the last year?
 - f) Does the department face an emergency circumstance that this appointment remedies? If yes, please explain by addressing any relevant points listed under emergency circumstances below.
 - g) Are budgetary considerations helped by this promotion? If yes, please explain.
 3. **Reorganization:** Adjustments to the structure of a unit or department that results in changes to many positions within that group.
 - a) What has prompted the reorganization?
 - b) What business needs will be met by this reorganization?
 - c) What other positions will remain to be filled?
 - d) What budgetary needs does the reorganization address? Please explain.
 - e) For each individual shift, whether it is promotional, lateral or another category addressed in this situation, please respond to all questions related to the waiver requests for those situations.
 - f) Please provide a before and after org chart.
 4. **Lateral/Transfer:** Movement of an employee from one position to another within the same work group or between workgroups, usually at the same level.
 - a) What is the current position and title of the proposed appointee?
 - b) Are there other qualified employees in the same department who may be interested in this position? If so, list those current employees (name, job title). Describe the strengths and opportunities for growth these existing employees would bring to the position.
 - c) Is there a plan to backfill the position vacated?
 - d) Does this lateral/transfer help to retain a valued employee? If yes, please explain.
 - e) Has there been a failed search for this position in the last year?
 - f) Does the department face an emergency circumstance that this appointment remedies? If yes, please explain.
 - g) Is this lateral/transfer part of a reasonable accommodation under the ADA?
 - h) Are budgetary considerations helped by this transfer? If yes, please explain.
 5. **Position would not exist without appointee:** Department or unit would not open a similar position were the appointee not available. Examples may include but are not limited to: uniquely qualified individuals who offer

strengths that would advance the strategic needs of BSU and/or the hiring department; relocation of self-funded leaders in the field and their existing staff; and visiting faculty members.

- a) Are there other qualified employees in the same department who may be interested in this position? If so, list those current employees (name, job title). Describe the strengths and opportunities for growth these existing employees would bring to the position.
 - b) Why would this position not exist without the appointee?
 - c) Does this action help to retain a valued employee? If yes, please explain.
 - d) Has there been a failed search for this position in the last year?
 - e) Does the department face an emergency circumstance that this appointment remedies? If yes, please explain.
 - f) Are budgetary considerations relevant? Please elaborate.
6. **Dual-Career Hire:** An offer of employment to the spouse/partner of a prospective BSU employee.
- a) Provide the name, department, and position of both the leading and trailing spouse/partner.
 - b) Provide a copy of the signed offer letter for the leading spouse.
 - c) Does the trailing spouse/partner meet the minimum qualifications for the position?
 - d) If there are additional factors that should be considered, such as the unique qualifications of the individual or emergency circumstances in the department, please include information about that as well.
7. **Principal Investigator named in a grant:** The proposed appointee has been designated as a principal investigator (PI) in a grant.
- a) Briefly explain the work of the grant and why the individual was named the PI, if known.
8. **Non-employee conducting work on behalf of BSU:** The proposed appointee has been conducting work on behalf of BSU, but is not currently employed by BSU. Examples may include, but are not limited to, researchers working at another institution on a shared grant with BSU who, based on business need, require transfer to BSU employment; or private contractors for whom the bulk of their work is for BSU and who BSU has chosen to hire to do the same work on a more permanent basis.
- a) Explain the similarities and differences between the work the individual currently does for BSU and the work the individual would be doing in this position.
 - b) Explain in detail the nature of the working relationship the individual currently has with BSU.
 - c) What are the benefits of hiring this individual as a full-time employee at BSU?
 - d) Are there other qualified employees in the same department who may be interested in this position? If so, list those current employees (name, job title). Describe the strengths and opportunities for growth these existing employees would bring to the position.
 - e) Are budgetary considerations helped by this appointment? If yes, please explain.
9. **Other:** The University recognizes that unique circumstances may occur outside the standard requests for a waiver of the search process other than those identified above. If the request for a waiver is based on other reasons, please provide a detailed explanation.

C.) The Department Chair or Director of the area will forward the form and appropriate attachments to the Dean or Administrative Head. That next level signatory will then review the request and, if supported, will forward to the Provost or VP for the area. That next level signatory will then review the request and, if supported, will forward to the Director of Employee Relations & Affirmative Action who will review the request with the Associate Vice President of Human Resources. The request will be presented to the President for final determination regarding whether a waiver will be granted.

D.) The outcome of the President's review will then be forwarded to the Employee Relations office for recordkeeping and additional routing purposes. If approved, an electronic copy will be sent to the Department Chair/Director and the HR Partner as notification.

E.) The HR Partner will upload the fully-approved Request into TMS. Contact your HR representative with TMS questions.

For questions about the Request for Waiver of Search Process, please contact Employee Relations at (765) 285-1823.