

ATTACHMENT A
Policy for Requesting a Waiver of Faculty Recruitment
Procedures Appalachian State University
Office of Human Resources

The university is committed to equal employment opportunity and affirmative action practices and principles, and hires without regard to race, color, age, sex, creed, religion, national origin, political affiliation, disability, sexual orientation, gender identity and expression, veteran status or genetic information. Consistent with these principles, the university has established procedures for recruiting and hiring Faculty that are designed to increase our applicant pools and attract interest from diverse, qualified individuals.

Generally, Faculty positions are filled through external national searches that incorporate a comprehensive recruitment plan in accordance with the Recruitment and Selection Procedures for Faculty issued by Human Resources. However, there may be situations where the needs and goals of the university require a temporary or permanent waiver of the Faculty recruitment procedures in order to fill a Faculty position. These situations might include the following:

1. There is insufficient time to conduct a full, competitive search, and the hiring administrator can identify a pool of one or more qualified candidates.
2. The hiring administrator wishes to make an interim academic or administrative appointment for a finite period while a full search is conducted.
3. Hiring is needed to fill unanticipated openings or vacancies, including, but not limited to, grant positions, post-doctoral positions, and those resulting from leaves of absence, medical emergencies, deaths or resignations.
4. Administrators seek to hire Faculty to fill part-time, temporary or time-limited positions including, but not limited to, assistant deans, associate deans, and directors of administrative units.
5. The hiring administrator wishes to make an exceptional hire where the university has the opportunity to hire someone with outstanding skills and experience along with the one or more of the following factors:
 - 1) experience working with diverse populations; 2) academic scholarship; 3) teaching; 4) exceptional achievements; 5) outstanding leadership and service; or 6) other special talents so as to confer a distinct benefit to the institution's mission.

All requests for a waiver of Faculty recruitment procedures must be pre-approved by the appropriate Vice Chancellor. The hiring administrator then must complete a **Request for Waiver of Faculty Recruitment Procedures** with written justification that explains the legitimate nondiscriminatory reasons for such a waiver. Where a request is made for a temporary waiver, the appointment will be made for one year with an opportunity to renew the waiver for an additional one-year period. The Request for Waiver must be approved by the department chair/director, dean (if applicable), Director of HR or designee in HR-Employment, and appropriate Vice Chancellor.

ATTACHMENT A
Request for Waiver of Recruitment for Faculty Position
Appalachian State University
Office of Human Resources

1. Department/Unit: _____ School/College: _____
2. Position title: _____ (attach the job description and required qualifications)

3. Is this a new position? Yes No (if yes, provide a copy of position approval) Position Number _____

4. Faculty category of position:
 Tenure-Track Appointment Professional, without Academic Rank
 Temporary Appointment – One Non-Tenure-Track Faculty

5. Name of person recommended: _____ Salary: _____
(please attach current curriculum vitae/resume of candidate)

Is the candidate a current employee? Yes No

If yes, department: _____ Title: _____

6. Effective dates of appointment: From _____ To _____ or At-Will Employment _____

7. Indicate recruitment action taken to identify candidate:
 Identified through another search Referral
 Other (specify): _____

8. Attach a Letter of Justification. Describe how the request is consistent with the Policy for Requesting a Waiver of Faculty Recruitment Procedures.

Do not use this waiver process if you intend to hire a foreign national employee who will require university sponsorship for permanent residency through the PERM Special Handling process in order to maintain work authorization in the United States. A job search waiver does not meet the requirements for university sponsorship of permanent residency; the new foreign national employee must be hired for a position that was nationally advertised for at least 30 days in order to be eligible for PERM Special Handling. Please contact the Office of International Education and Development at issso@appstate.edu or 828-262-2046 with any immigration questions or concerns.

The request and justification must contain sufficient information to demonstrate that the appointment of the candidate is based on legitimate, nondiscriminatory reasons.

Approved by:
Department Chair/Director: _____ Date _____
Dean (if applicable): _____ Date _____
Human Resources: _____ Date _____
Vice Chancellor: _____ Date _____