

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 EPA faculty and administrators that are designed to increase our applicant pools and attract interest from diverse, qualified individuals.

Generally EPA positions are filled through external national searches that incorporate a comprehensive recruitment plan in accordance with the Recruitment and Selection Procedures for EPA Faculty and Administrators issued by the Office of Equity, Diversity and Compliance. However, there may be situations where the needs and goals of the university require a temporary or permanent waiver of the EPA recruitment procedures in order to fill an EPA 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 or EPA administrators 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 EPA recruitment procedures must be pre-approved by the appropriate vice chancellor. The hiring administrator then must complete a **Request for Waiver of EPA 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 compliance or designee, and appropriate vice chancellor.