

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

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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 copy of position approval) Position Number: \_\_\_\_\_
4. EHRA category of position:
- Tenure-Track Appointment  Professional, without Academic Rank
- Temporary Appointment – One Year  Non-Tenure-Track Faculty
- EHRA Administrative
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 EHRA Recruitment Procedures.

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

Department Chair/Director: \_\_\_\_\_ Date \_\_\_\_\_

Dean (if applicable): \_\_\_\_\_ Date \_\_\_\_\_

Director of HR: \_\_\_\_\_ Date \_\_\_\_\_

Vice Chancellor: \_\_\_\_\_ Date \_\_\_\_\_