

**Office of the Provost  
Request for Recruitment Waiver  
Academic Personnel (AMP/SP)**

Candidate's Name: \_\_\_\_\_

Position # & Title: \_\_\_\_\_

College/Unit: \_\_\_\_\_

Department: \_\_\_\_\_

Select the reason for the request and attach the supporting documentation as indicated.

<b>Check One:</b>	<b>Reason</b>
	a. Current Employee – the unique qualifications of a current employee would make an outside search counterproductive. The job description and qualifications of the candidate must be attached.
	b. Recent External Applicant - the unique qualifications of a recent external applicant for a similar position would make a search counterproductive. The job description for the current position, the requisition number and job description for position the candidate originally applied for, and documentation of the candidate's qualifications must be attached.
	c. External Candidate - the unique qualifications of an external candidate would make a search counterproductive. Requires position be posted internally for one week. Documentation showing no valid internal candidates exist, including the internal requisition number and list of internal applicants with their qualifications, must be attached in addition to the job description for the position, documentation of the candidate's qualifications, and a justification for the request.
	d. Partner Accommodation - position to be filled by a partner hire. The job description, documentation of the candidate's qualifications, and a copy of the partner offer letter must be attached.
<b>Justification for the Request</b>	

\_\_\_\_\_  
Manager's Name, Title, and Approval Signature Date

\_\_\_\_\_  
Dean's Name and Approval Signature Date

\_\_\_\_\_  
Provost's Name and Approval Signature Date

Send this form, signed by the appropriate hiring officials, to the Provost's Office with supporting documentation for Provost review and approval.