

Search Waiver: Memo Template

Permission to hire full time faculty outside of the ordinary search process must be submitted in writing to the Associate Provost for Faculty Affairs. Search waivers may be granted in special circumstances that affect institutional interests and advancement such as new research initiatives/sponsored programs, dual career hiring, special targeted positions (i.e., University Professors), opportunity hires, unexpected faculty departures, or other determinants of institutional integrity.

A copy of the candidate's CV, reference letters and portfolio, if available, should accompany the submitted search waiver request.

The _____ (school/college) requests a search waiver from the normal search process.

[Option 1]

The _____ (department name) conducted a search for _____ (position name & rank) with an expected start date of _____ (fall/spring date). The department was not able to fill this position due to _____ (explain the challenges).

[Option 2]

The _____ (department name) did not anticipate the need for a search. _____ (name of active faculty member) will take an unexpected leave of absence during the (fall/spring) semester and this position will be a temporary replacement.

[Option 3]

The _____ (department name) did not anticipate the need for a search. This position would support a dual career hire in the _____ (school/college) _____ (department).

[Option 4]

The _____ (department name) has the unexpected and one-time opportunity to hire a renowned expert in _____ (subject.)

We request permission to offer a(n) _____ (# of semesters/years) _____ (non-tenure-track/tenure track) appointment to _____ (candidate's name). ADD REASON and proposed funding for position.

[For the selected option, describe the position's responsibilities.]

[For the selected option, describe the candidate's qualifications.]

Respectfully,

Dean Signature