**University Faculty Waiver Request Process**

**UNIVERSITY FACULTY WAIVER REQUEST FORM:**

Use this form to request a waiver into a position for an individual already employed by the University.

|  |  |  |  |
| --- | --- | --- | --- |
| Hiring Department: |  | Date of Request |  |
| Hiring College: |  |
| Hiring Unit AAC: |  | Phone #: |  | Email: |  |
| Hiring Contact Person: |  | Phone #: |  | Email: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of person: |  | Highest degree earned: |  | Year: |  |
| Previous employment with the UI: | Yes |  |  | No |  |  | Last date of employment (if applicable): |  |
| Is this person adjunct or affiliate faculty in your department: | Yes |  |  | No |  | V Number (if applicable): |  |

**Individual’s Current Appointment:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| AY |  | FY |  | FTE |  | Classified |  | Exempt |  | Faculty |  |
| If faculty, current rank: |  | If faculty, rank type: |  |
| If faculty, tenure track |  | OR non-tenure track |  | Deferred Pay - Yes |  | Deferred Pay - No |  |
| Current Salary or Base Faculty Salary: | $ | Current Faculty – Stipend Amount (if applicable): | $ |

**Proposed Faculty Appointment and Position:**

Information below should match request fields in position details. In case of discrepancies, this form will serve as the official intent.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| AY |  | FY |  | FTE |  | Deferred Pay –Yes (only if already on DP) |  | Deferred Pay-No |  |
| Proposed Faculty Base Salary: | $ | Proposed Administrative Stipend (if applicable): | $ |

|  |  |  |
| --- | --- | --- |
| Select all that apply: | Interim appointment greater than 6 months or 1 semester |  |
|  | Acting appointment greater than 6 months or 1 semester |  |
|  | Requesting a permanent change in faculty type  |  |
|  | Requesting a permanent change in employee type |  |
| Other (explain): |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Period of time: | Begin Date: |  | End Date: |  | On-going Permanent Change (x): |  |
| Brief & General Description of Request and Responsibilities: |  |

**Reason for Waiver:**

|  |  |
| --- | --- |
| **x** | Explain in the applicable boxes below how your request meets one or more of the following criteria. Select all that apply: |
|  | **Candidate is uniquely qualified (explain in detail here):** |
|  | **Recent failed search for this position demonstrates a lack of available qualified candidates(include posting number of failed search and brief narrative explaining what happened/why the search failed here):** |
|  | **Unit faces emergency circumstances that cannot be resolved effectively through other means (describe the emergency and any other methods/appointees you considered here):** |
|  | **Other compelling circumstances (provide details, background information, consequences of another decision, etc. here):** |
| **x** | If a waiver meets one or more of the criteria above, EEO may give additional positive consideration when one or more of these factors are also present. Explain in the applicable boxes below. Select all that apply: |
|  | **Hire advances Affirmative Action Goals (explain how here):** |
|  | **Hire allows continued employment of UI employee who would otherwise lose her/his position (describe circumstances here):** |
|  | **Hire is needed to retain a valued employee or provides and advancement opportunity for a valued employee (describe circumstances here; does the person have an offer from another employer?):**  |

|  |
| --- |
| Provide detailed information for the waiver below. Answer all questions:  |
| **Detailed reason(s) for requesting the waiver of search (see waiver criteria above):** |
| **Context information/history leading to the request:** |
| **Other options you considered and why they were deemed unacceptable:** |
| **Consequences if you were to conduct a search, such as timing, implications for the work, potential applicant pool (qualification, demographics, interest/qualifications of others in the unit), etc:** |
| **Other information to help EEO understand the circumstances of your request:** |

**Submission Directions:** In the position documents section of the People Admin action created or modified for this position and vacancy announcement, upload this form and the individual’s current CV. **Be sure to enter the upload date in the Description Field and Waiver Request (i.e. 1/31/2017 Waiver Request).** If applicable, upload any previous email correspondence about the waiver you may have had with HR, EEO, Provost’s Office, etc. (full exchange with dates/authors/text, not just the final message in the thread).

|  |  |  |
| --- | --- | --- |
| Hiring Department Chair, Head, Director |  | Date |
| Hiring College/Unit Dean |  | Date |

**The Executive Approver and EEO Office will provide results of the request via the People Admin System.**