# **Northern Arizona University**

# Request for Waiver of Recruitment **For Administrators**

Date of Request:

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| **Candidate/Salary Information** |
| Name:       | Empl ID:       |
| Current NAU Employee: [ ]  Yes [ ]  No |
| Requested Salary: $      | Per:       |
| Attach current resume or application for candidate, the job description, *draft* letter of offer, and President’s approvals.  |

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| **Position Information** |
| Job Title of position to waive:       | College/Department:       |
| Financials Dept ID:       Fund:       Program:       Project:        |
| Replacement Position: [ ]  Yes [ ]  No | For (name):       |
| Related to a Search: [ ]  Yes [ ]  No | Vacancy Number:       |
| Status: [ ]  Full-time (40 hours) [ ]  Part-time [ ]  Fiscal Year [ ]  Academic Year [ ]  Other       |
| Position is Safety/Security Sensitive: [ ]  Yes [ ]  No (See NAU Policy #1.085) |
| Appointment Period:       From       To | FTE:       |
| Reports to Position #:      | Sponsorship Required: [ ]  Yes [ ]  No |

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| **Requestor Information** |
| Requestor:       | Title:       | Phone:       |

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| **Reason for Requesting Waiver of Recruitment** |
| State: 1) reason for requesting waiver (see criteria outlined in Waiver Guidelines), and 2) qualifications of candidate being considered and how they compare to the required qualifications for the position. |
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Questions? Call Equity and Access at (928) 523-3312

**To apply for a Waiver of Recruitment, the following steps must be followed:**

1. The completed Request for Waiver of Recruitment form and other required supporting documentation (see process guidelines) must be submitted for signature in the order shown below.
2. Prior to the hiring of an administrator utilizing the waiver of recruitment process, the originating department must comply with the obligation to conduct the appropriate reference checking and background investigations (which may include fingerprinting for safety/security positions). Refer to the [Human Resources website](https://in.nau.edu/human-resources/hiring-selection/) for department obligations in following the requirement and procedures.
3. If the position is grant funded, the department should notify the employee in writing that this position is subject to the availability of funding.

**Signatures must be obtained in the order designated below.**

| **Required Signatures** |
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| **Position** | **Name (printed)** |  | **Signature** | **Date** |
| Department Head for approval: |  |  |  |  |
| Vice President for approval:  |  |  |  |  |
| Equity and Access for approval: |  |  |  |  |
| President for approval: |  |  |  |  |
| Budget Office for review: |  |  |  |  |
| Sponsored Projects as appropriate for review: |  |  |  |  |
| Center for Int’l Education as appropriate for review: |  |  |  |  |
| **For questions, call EAO at (928) 523-3312** |
|  | Position Budgeted Amount: | $ |  | Position Number: |  |

**\*\*Reminder\*\***

* Candidates hired through waiver of recruitment process are subject to NAU’s policy on background investigations. Prior to the hiring of an administrator utilizing the waiver of recruitment process, the originating department must comply with the obligation to conduct the appropriate reference checking and background investigations (which may include fingerprinting for safety/security positions). Refer to the [Human Resources website](https://in.nau.edu/human-resources/hiring-selection/) for department obligations in following the requirement and procedures.
* Grant-funded positions are subject to availability of funding.