

Request for Waiver of Recruitment

For Faculty, Academic Professionals, and Administrative Faculty

Check One

Faculty

Academic Professional

Administrative Faculty

Date of Request:

Candidate/Salary Information

Name:	Empl ID:
Current NAU Employee: <input type="checkbox"/> Yes	Current NAU Employee: <input type="checkbox"/> No
Requested Salary: \$	Per:

Attach current resume or application for candidate, the job description, *draft* letter of offer, and the original position approvals.

Position Information

Job Title of position to waive:	College/Department:
Financials Dept ID:	Fund:
Program:	Project:
Replacement Position: <input type="checkbox"/> Yes <input type="checkbox"/> No	For (name):
Related to a Search: <input type="checkbox"/> Yes <input type="checkbox"/> No	Vacancy Number:
Grant Funded Position: <input type="checkbox"/> Yes <input type="checkbox"/> No	NAU Online Affiliated: <input type="checkbox"/> Yes <input type="checkbox"/> No
Position is Safety/Security Sensitive: <input type="checkbox"/> Yes <input type="checkbox"/> No (See NAU Policy #1.085)	FTE:
Appointment Period: From:	To:
Reports to Position #:	Sponsorship Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No

Status: Full-Time Part-time Fiscal Year Academic Year Other:

Requestor Information

Requestor:	Title:	Phone:
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Reason for Requesting Waiver of Recruitment

State: 1) reason for requesting waiver (see criteria outline in Waiver Guidelines), and 2) qualifications of candidate being considered and how they compare to the required qualifications for the position.

The following steps must be followed to apply for Waiver of Recruitment:

1. Receive approval from the President to fill a position utilizing the waiver process.
2. Complete the Request for Waiver of Recruitment form.
3. Generate a draft letter of offer for review by the vice provost for faculty affairs and attach to the waiver request. If the position is grant funded the letter should state that the position is subject to the availability of funding.
4. Submit the Request for Waiver of Recruitment form, the CV, job description and draft letter of offer to the appropriate department head followed by the dean for approval.
5. After approval at the department and college level, send the request and attachments to the vice provost for faculty affairs for review and approval. The vice provost will send the forms to the Equity and Access Office (EAO) for review and approval.
6. Upon approval, EAO will submit the forms to the President/Designee for approval.
 - a. If the position is distance learning, grant funded, and/or the candidate requires U.S. work authorization and sponsorship, EAO will forward the request and attachments to distance learning, Sponsored Projects, and/or the Ctr for Int'l Education as appropriate for review and approval prior to submission to the President's Office.
7. After the President/Designee approves, the hiring department generates the final letter of offer for the candidate's signature.
8. The ePAR is then prepared and a copy of the waiver form along with the other hiring documents: signed letter of offer, CV, official transcripts, and a copy of the approved background check.

Signatures must be obtained in the order designated below.

Required Signatures

Position	Name (printed)	Signature	Date
Dept Chair/Director for approval:			
Dean for approval:			
Vice Provost for Faculty Affairs for approval:			
Equity and Access for Approval			
President/Designee Approval:			
As needed, NAU Online for approval:			
As needed, Sponsored Projects for review:			
As needed, Ctr for Int'l Education for review:			

For questions, call EAO at (928) 523-3312

****Reminder****

- Candidates hired through waiver of recruitment process are subject to NAU's policy on background investigations. Prior to the hiring of a faculty, academic professional or administrative faculty 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 for department obligations in following the requirement and procedures.
- Grant-funded positions are subject to availability of funding.