BALL STATE UNIVERSITY

Request for Shortened Posting Period

Date: Contact Name: Contact Email:

Questions about the process? Contact Employee Relations at (765) 285-1843.

Position Information:

College or VP Area: Department/Unit:

Position Number: Position Title:

Please attach the following documents:

☐ Justification why a shortened posting period is necessary

Waiver Request Type:

☐ 1. Shortened Posting Period

Number of Days to Post: _____

Please indicate support and then forward to Employee Relations for final approval.

Hiring Manager (Please Print)	Hiring Manager Signature	Date
Melissa Rubrecht Director ER&AA	Director ER&AA Signature	Date

Definitions:

Shortened Posting Period: When a vacancy occurs and a candidate has not been identified, a reduced posting period may be utilized to collect possible candidates. The various types of positions have minimum posting requirements (Contract Faculty & Professional=14 days; Staff=10 days); therefore, a waiver is required to reduce the amount of time that a position is posted to the University webpage. A posting request must not be less than 5 calendar days. *Please note: Tenure-Track Faculty positions cannot be posted for less than 30 days.*