BALL STATE UNIVERSITY

Request for Waiver of Search Process

Instructions and explanations regarding this form are found on Page 3.

Date: _____ Contact Name: _____ Contact email: _____

Questions about the Request for Waiver process? Contact Employee Relations at 765-285-1845.

Position Information:

College or Area: _____ Dept. or Unit: _____

Position Number: _____ Position Title: _____

Appointment - Academic Year: _____ Fiscal Year: _____ Other: _____

Waiver Request Type:

____ A. Internal Recruitment Process[i]

____ B. Temporary Appointment to Fill Vacant Position[ii] _____
Printed Name of Candidate

Date search process will begin for regular position _____
Date must be within 12 months of Request

____ C. Waive Search. Internal Promotion/Reassignment[iii] _____
Printed Name of Candidate

____ D. Waive Search. Position filled with a Regular Appointment[iv] _____
Printed Name of Candidate

____ E. Waive Search. Executive Appointment: Internal Promotion/Reassignment Regular Appointment[v]

_____
Printed Name of Appointee

Please attach the following documents:

- Justification Memo outlining the business need for the request, including responses to all items listed in the *Waiver of Search Process* document
- CV/resume of proposed appointee
- Proposed Position Description

_____	_____	_____
Requestor – Please Print	Requestor – Signature	Date

If approved, please indicate below then forward to next signatory.

_____	_____	_____
Dept. Chair/Dir. – Please Print	Dept. Chair/Dir. – Signature	Date
_____	_____	_____
Dean/Admin. Hd. – Please Print	Dean/Admin. Hd. – Signature	Date
_____	_____	_____
Provost/VP – Please Print	Provost/VP – Signature	Date
_____	_____	_____
Director of ER&AA – Please Print	Director of ER&AA – Signature	Date

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Any Requests not approved by the Director of Employee Relations & Affirmative Action will be discussed with the Associate Vice President of Human Resources before final action is taken:

_____ Request Approved ____ Request Not Approved

_____	_____	_____
AVP of HR – Please Print	AVP of HR – Signature	Date

For HR Use Only:

_____	_____
Date received in HR/Initials	Date decision communicated/Initials

Notes:

Instructions for completing the Request for Waiver of Search Process are the following:

1) The "Request for Waiver of Search Process" form must be entirely completed, including appropriate attachments and the required signatures before it will be considered.
2) A **Justification Memo is required** and must explain why the normal search process should be waived. The justification **must answer the following questions**, if relevant to this particular request:
    - What circumstance(s) make(s) this such a pressing matter that the timeline of a normal search process is unreasonable or not possible;
    - What makes this candidate so uniquely qualified that no others could be considered (except when an internal search is being requested); and
    - How the candidate was identified, as well as a list of other qualified employees within the University, and how/why the selected candidate was identified amongst the group as the best qualified.
    - Has there been a failed search for this position within the last year?
    - Does this appointment help retain a valued employee? If yes, please explain.
    - For internal promotions/transfers, is there a plan to back fill the position vacated?
    - If the internal promotions/transfers are part of a reorganization, attach before and after organizational charts.
    - In the case of a unit/department reorganization, please explain what prompted the reorganization, what business needs will be met, and what additional vacancies will be posted as a result of the reorganization.
    - If the position would not exist without the appointee, identify how/why the position is being created and/or why the candidate is uniquely qualified.
    - If an offer of employment is being made to the spouse/partner of a prospective BSU employee, describe the circumstances supporting the dual-career hire request.
3) The Requestor will forward the form and appropriate attachments to the Department Chair or Director. That approver will then review the request and, if approved, will forward to the Dean or Administrative Head. That approver will then review the request and, if approved, will forward to the Provost or VP for the area. That approver will then review the request and, if approved, will forward to the Director of Employee Relations & Affirmative Action.
4) The fully approved Request with documentation will then be forwarded to the Employee Relations office for recordkeeping and additional routing purposes. Once fully approved, an electronic copy will be sent to the Requestor and HR as notification of the approval.
5) FOR TMS ONLY: HR uploads the fully-approved Request to the Request to Fill in TMS.

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[i] Explanation of Option A: Internal Recruitment Process. When there are no affirmative action goals or benchmarks for the job group AND essential job duties and responsibilities entail knowledge gained from Ball State employment, a competitive internal search may be a viable option.

[ii] Explanation of Option B: Temporary Appointment to Fill Vacant Position. When a search is not possible due to emergent circumstances and an external candidate has been identified, the Requestor may opt to temporarily fill the vacant position with a temporary hire. A 12 month maximum is available for the temporary assignment, by which time a full search must be conducted.

[iii] Explanation of Option C: Internal Promotion/Reassignment. Request this type of waiver when an internal candidate has been identified and the result is intended to be permanent.

[iv] Explanation of Option D: Position Filled with a Regular Appointment. Request this type of waiver to fill a vacancy with an external, uniquely qualified individual in a regular (not temporary or contract) position.

[v] Explanation of Option E: Position Filled with an Executive Appointment. A president may exercise his/her prerogative to make an executive appointment.. That prerogative may, on occasion, be extended by the president to a vice president or athletic director.