



# **SEARCH WAIVER REQUEST ATHLETIC COACHES**

In an effort to promote equal access and opportunity, it is the general practice of Minnesota State University, Mankato to hire employees in unclassified positions through a formal Search Process. However, requests for exceptions to this general policy can be made under the following circumstances:

Check those applicable to this situation
<p><b>New Hire</b> (not to exceed 1 year):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Unsuccessful search process leading to immediate need to fill the position</li> <li><input type="checkbox"/> Illness, unexpected absence or resignation where position is essential and there are no back-up personnel</li> <li><input type="checkbox"/> Temporary/interim appointment during term of national/regional search</li> <li><input type="checkbox"/> Reorganization of functions is underway; functions must be performed on a short term basis</li> <li><input type="checkbox"/> Temporary replacement of reassigned faculty or MSUAASF member</li> <li><input type="checkbox"/> Other extraordinary or emergency circumstances, explain: _____</li> </ul> <p><b>Reappointment:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 year fixed term coach originally hired through a search</li> <li><input type="checkbox"/> 2, 4 or 6 year fixed term coach originally hired through a search</li> </ul>

Complete
<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <span style="border: 1px solid black; padding: 2px;">1</span> Position Title: _____         </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px; display: flex; justify-content: space-between;"> <span style="border: 1px solid black; padding: 2px;">2</span> PRF Number: _____           <span style="border: 1px solid black; padding: 2px;">3</span> Barg Unit: _____           <span style="border: 1px solid black; padding: 2px;">4</span> Start Date: _____           <span style="border: 1px solid black; padding: 2px;">5</span> End Date: _____         </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <span style="border: 1px solid black; padding: 2px;">6</span> Name of person potentially available to fill position: _____  <div style="text-align: center; margin-top: 5px;"> <i>Is this person available at this time?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No  <i>Has this person served in a fixed term capacity before?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No  <i>If yes, how long?</i> _____           </div> </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <span style="border: 1px solid black; padding: 2px;">7</span> Date when a formal search will be started: <i>(If applicable)</i> _____         </div>

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<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	<i>Athletic Director</i>	<i>Date</i>
<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	<i>Vice President</i>	<i>Date</i>
<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	<i>Director of Equal Opportunity &amp; Title IX</i>	<i>Date</i>
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<i>Director of Human Resources</i>	<i>Date</i>