



SEARCH WAIVER REQUEST

RE-APPOINTMENT of FIXED TERM

(Unclassified Personnel)

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	
<input type="checkbox"/>	Fixed term faculty hired originally through formal search (not to exceed four years)
<input type="checkbox"/>	Grant funded IFO positions that are authorized to continue so long as funding continues
<input type="checkbox"/>	Other extraordinary or emergency circumstances, explain:

Complete				
1	Requesting Dept/Admin Unit:			
2	Academic College: <i>(if applicable)</i>			
3	Division:			
4	Position Title:			
5	PRF Number:	6 Barg Unit:	7 Start Date:	8 End Date:
9	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> _____ <i>Externally funded?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>			
10	Date when the formal search will be started: <i>(Required)</i>			
11	<div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <i>Signature of Requester (Department Chair/Director)</i> <i>Date</i> </div>			



Recommended Not Recommended _____
Dean/AUD
Date

Recommended Not Recommended _____
Vice President
Date

Recommended Not Recommended _____
Director of Affirmative Action
Date

Approved Not Approved _____
Director of Human Resources
Date