



# 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;"> <span style="width: 60%;"><i>Signature of Requester (Department Chair/Director)</i></span> <span style="width: 35%;"><i>Date</i></span> </div>			



<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	<i>Dean/AUD</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>

Distribution of Completed Form: Original - Retained in Human Resources.  
Copies to: Originating Department/Administrative Unit, Vice President, Dean, Affirmative Action Office