



SEARCH WAIVER REQUEST NEW HIRE - UNCLASSIFIED

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	
<input type="checkbox"/>	Unsuccessful search process leading to immediate need to fill the position
<input type="checkbox"/>	Illness, unexpected absence or resignation where position is essential and there are no back-up personnel
<input type="checkbox"/>	Temporary/interim appointment during term of national/regional search (not to exceed 1 year)
<input type="checkbox"/>	Reorganization of functions is underway; functions must be performed on a short term basis (not to exceed 1 year)
<input type="checkbox"/>	Temporary replacement of reassigned faculty or MSUAASF member
<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: _____ <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
10	Date when the formal search will be started: <i>(Required)</i>
11	_____ <i>Signature of Requester (Department Chair/Director)</i> <i>Date</i>

<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 & 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