



# 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	<div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>Signature of Requester (Department Chair/Director)</span> <span>Date</span> </div>			

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<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 Affirmative Action</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