

# FACULTY SEARCH WAIVER PROCEDURES

## Overview

Search waivers may be available when time does not permit a search under normal university search procedures. Search waivers are only available for **temporary** positions.

## Procedures

These procedures apply to all faculty search waived positions. These positions do not require the use of a search committee.

\_\_\_\_\_ **1. Department Chair (Supervisor/Manager)** begins process by creating a posting online at: <https://careers.sru.edu/hr> Log into the system with username and password It will be your first initial and last name (no spaces) for both username and password. You will be prompted to change your password and confirm.

Under "Create Request to Fill and Posting" select Create from Scratch. All required information is indicated by an asterisk.

### **NOTE:** In the section of "**Search Committee**"

You must put five items in the "Search Committee" section:

1. "Requesting Search Waiver
2. Detailed reason for requesting search waiver
3. Name, address, phone number and email for the proposed candidate
4. How the candidate was identified
5. A statement that the candidate received majority of the full-time faculty vote for hire.

### **Saving/Approving the Posting**

- After completing the posting criteria you can save a posting by selecting the "save" button and press the "confirm" button on the final summary page.
- As supervisor/manager, your request must be sent to the dean/department head for approval by selecting the "Submit to Dean/Dept Head" and confirming submission.

It is good practice to contact your dean via phone or email to alert him/her that this posting is ready for approval. (Note: The Dean's Office must insert the rank and step in their comments section.)

After the position and search waiver request is approved by the offices of Dean/Dept Head; Institutional Research; HR/Diversity; Budget; Vice President (Provost); and President; the HR/Diversity will post the Search Waiver and send the candidate, via email provided in the posting, the link to the position for application and attach the Background Waiver form.

\_\_\_\_\_ **2. Department Chair (Supervisor/Manager)** Contact the Diversity Office when your candidate has applied online. You will know this by checking the posting or communicating with the candidate. After background check is cleared, the Diversity Office will forward recommendation to hire to the Human Resources Office. An appointment letter along with a contract will be sent to the appointee for signature. Upon receipt of signed contract, Human Resources will send copies to the appropriate dean and department chair and close the search waiver posting.

**Search Chair is to send transcript of person recommended to Human Resources.  
Dean's Office is to send English Evaluation Checklist to Human Resources.**