



Faculty and Administrator Recruitment Search Waiver Request

Dean: _____
Print Signature

Department Chair: _____
(if applicable) Print Signature

College: _____ Department: _____

Position: _____ Candidate: _____
(Attach Curriculum Vitae)

Basis for Waiver:

- Emergency faculty hires, i.e., when the hiring unit does not have sufficient time to complete the required procedures
- Exceptional circumstances where time, cost or other administrative considerations justifies abridging the search
- Temporary hires, i.e., when the position is for a term of twelve (12) months or less with no possibility of renewal
- Graduate assistant, teaching assistant or postdoctoral researcher/fellow/candidate
- Part-time faculty appointment
- Internal Faculty Administrator (Associate Dean, Department Chair, Directorship, etc.)
- Fully grant funded position

Additional information regarding waiver request:

The University of Toledo uses the *Faculty and Administrator Recruitment Guidelines* to guide search committees in their recruitment and hiring practices. These guidelines, protocols, and best practices inform faculty recruitment efforts at the University of Toledo. In some rare situations, a recruitment may be eligible for waiver of the Faculty and Administrator Recruitment process. This form must be completed by the Department Chairperson, who wish to seek waiver of the Faculty and Administrator Recruitment process, and signed by the College Dean.

Submit the completed form to the COMLS Office of Faculty Affairs & Development and to the COMLS Office of Diversity & Inclusion for approval.

Sr Associate Dean, Faculty Affairs & Development Date

Associate Dean, Diversity & Inclusion Date