

Faculty and Administrator Recruitment Search Waiver Request

Office of the Provost

*Interim Provost and Executive
Vice President for Academic
Affairs*

Dean: _____
Print Signature

Toledo, Ohio 43606-3390
419.530.2729 Phone
419.530.4496 Fax

Department Chair: _____
 (if applicable) Print Signature

College: _____ **Department:** _____

Position: _____ **Candidate:** _____
(Attach Curriculum Vitae)

Basis for Waiver:

- | | |
|--|--|
| <input type="checkbox"/> Emergency faculty hires, i.e., when the hiring unit does not have sufficient time to complete the required procedures | <input type="checkbox"/> Graduate assistant, teaching assistant or postdoctoral researcher/fellow/candidate |
| <input type="checkbox"/> Exceptional circumstances where time, cost or other administrative considerations justifies abridging the search | <input type="checkbox"/> Part-time faculty appointment |
| <input type="checkbox"/> Temporary hires, i.e., when the position is for a term of twelve (12) months or less with no possibility of renewal | <input type="checkbox"/> Internal Faculty Administrator (Associate Dean, Department Chair, Directorship, etc.) |
| | <input type="checkbox"/> 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 College Dean, and where applicable, the Department Chairperson, who wish to seek waiver of the Faculty and Administrator Recruitment process.

Submit the completed form for approval to the Office of Academic Finance and Faculty Administration at (AcademicFinanceAndFacultyAdmin@UToledo.Edu).

Interim Provost

Date

Academic Administration

Date