



Search Waiver Request Form

Hiring Manager _____

Department _____

Position Title _____

Position Number _____

Eastern Illinois University provides equality of opportunity in education and employment for all students and employees. Discrimination based upon race, color, sex, religion, age, national origin, ancestry, marital status, disability, veteran status, sexual orientation, gender identity, or any other basis of discrimination precluded by federal and state statutes, is strictly prohibited. Moreover, as prescribed by federal guidelines, the University is committed to a program of affirmative action to alter patterns of employment which indicate under-representation of members of minority groups and women. The University further pledges itself to a program of affirmative action as prescribed by statute to employ, and advance in employment, qualified disabled individuals, Vietnam-era veterans, and special disabled veterans. **This process should not be used to circumvent University affirmative action/equal employment policies, procedures, and goals but rather to further them and other institutional priorities.**

A Search Waiver may be requested for new or vacant openings for Faculty, Administrative Support Professionals, and Administrative & Professional positions. Departments may request a Search Waiver in some special circumstances (e.g. budgetary restrictions, internal restructuring, interim appointment). Faculty, Administrative Support Professionals (ASP) and Administrative & Professional Staff (A&P) positions are generally filled by means of a full competitive regional/national external search. For administrative and faculty appointments consult the Internal Governing Policies, IGP #12 and IGP #14, respectively.

For more information regarding the Search Waiver process or for questions and/or assistance with completing this form, please contact the Office of Civil Rights & Diversity at civil@eiu.edu or 217-581-5020.

SELECTION OF THE TYPE OF SEARCH WAIVER AND JUSTIFICATION

Review the types of search waivers (Internal Screening Process, Waiver of a Regional/National/Internal Search, Interim Appointment, or Temporary Faculty) and select the **one** that applies to your request.

- ☐ **Internal Screening Process (Administrative Positions)** If an internal recruitment process is contemplated, the appropriate Vice President and the Civil Rights Director must approve a recruitment rationale. If an internal recruitment process is contemplated for a presidential direct report, the President, in consultation with the Chair of the Board of Trustees, and the Civil Rights Director must approve a recruitment rationale.

The Recruitment Rationale shall address the reasons for using the internal recruitment process, describe the composition of the screening committee, and describe the interview and selection process. This Rationale shall be routed for approval through the appropriate Vice President and the Director of Civil Rights and in some instances, the President, before an internal selection process may be acted upon.

All processes associated with an external search typically apply with the exception of how the position is advertised. The justification should describe (1) the reason for the request; (2) why an external search would not be feasible; (3) the recruitment process to be used to attract a qualified diverse applicant pool; and (4) evidence of stakeholder consultation. Please indicate all practices and efforts regarding affirmative action, and equal employment opportunity. Note: ***Position qualifications/requirements and/or all announcements must clearly indicate that it is an Internal Search.***

- ☐ **Internal Screening Process (Support Roles)** Vice Presidents may request approval from the President to implement an internal recruitment process for non-negotiated administrative support roles in situations where an acting, interim, or temporary appointment has been in place for an extended period of time. Eligible positions include roles with the term assistant or associate in the title. The President and the Civil Rights Director must approve the request and recruitment rationale, respectively.

If an internal recruitment process is used, the hiring manager is required to (1) establish a screening committee; (2) issue a call for nominations and applications with the position description via the University Newsletter, Human Resources, and, where appropriate, electronic mail. The call for nominations and applications is required to outline the application process and anticipated timeline; and (3) adhere to the expectations outlined in the “Employment Process” per the appropriate IGP.

- ☐ **WAIVER OF A NATIONAL/REGIONAL/INTERNAL SEARCH** involves a request to waive the search process and appoint an individual who meets all of the qualifications and criteria for the position. **For this type of request, review the reasons listed below and select the one that applies to your request. Note: A resume/curriculum vitae of the proposed individual must be uploaded to the PAR system.**

- ☐ **Acting/Interim (Temporary) Administrative Appointment** If a Hiring Manager is contemplating filling an administrative position with a temporary appointment, a rationale shall be prepared which explains the reasons for filling the vacancy with a temporary appointment, describes how the affected constituencies will be consulted regarding the person to be named in the position, and states when the national search is projected to begin to fill the vacancy. An appropriate length of time shall be set aside for constituents to forward comments to the Hiring Manager or Senior Line Supervisor. This rationale must be approved by the Civil Rights Director and the appropriate Vice President per a search waiver, before the Hiring Manager may proceed with actions to name an acting/interim administrator. Additionally, describe how the position vacancy will be advertised as well as all recruitment processes related to equal opportunity and affirmative action principles. Except in unusual circumstances that require an extension, appointments established under this policy should not be extended beyond two (2) years.
- ☐ **Temporary Faculty** In most situations, temporary positions shall be filled through a national or regional recruitment process. When a national screening process is approved for a temporary position, the procedures set forth in IGP #14 for filling a continuing faculty position apply. Advertising for temporary positions may be omitted under certain circumstances, such as when vacancies are to be filled by persons on the Re-employment Roster, when there is insufficient time to advertise for the position (after April 1 for fall start date and after October 15 for spring start date), or for other sound academic or business reasons that are approved by the chairperson, the Dean, the Civil Rights Director and Provost & Vice President for Academic Affairs.

Rationale:

Approvals:

Department Head_____

Date_____

Dean/Director_____

Date_____

Civil Rights Director _____

Date_____

Division Vice President _____

Date_____

President_____

Date_____