

Revised February 2023

## **Guidelines for Waived Recruitment of Academic Personnel (AMP & SP)**

All Academic Affairs vacancies must be submitted to Human Resources for posting on the FAU Job Listing website. In accordance with FAU Personnel Policy 7.5, Section 02.A.2, the Provost's Office may approve an exemption of this practice for academic personnel (AMP & SP) in specific situations that benefit the university. The process for requesting an exemption via a recruitment waiver for AMP/SP is outlined below. Guidelines for requesting a recruitment waiver for faculty positions are included in the Faculty Search and Hiring Procedures (Provost Memoranda and Policies 2.1.1).

### **Process for Approval of Recruitment Waivers**

1. Prior to requesting a recruitment waiver from Human Resources, the request must be submitted to the Provost's Office for approval by completing the Request for Recruitment Waiver form.
2. The reason for request must fall into one of the following four categories and include the supporting documentation indicated below:
  - a. **Current Employee** – a recruitment waiver may be requested in cases where the unique qualifications of a current employee would make an outside search counterproductive. The job description for the position to be filled and documentation of the candidate's qualifications must be submitted together with a justification for the request.
  - b. **Recent External Applicant** – a recruitment waiver may be requested in cases where an external candidate has applied within the last 4 months to a posting for a position with similar title, duties, and qualifications; and the unique qualifications of this candidate would make another outside search counterproductive. The job description for the position to be filled, the requisition number and job description for position the candidate originally applied for, and documentation of the candidate's qualifications must be submitted together with a justification for the request.
  - c. **External Candidate** – a recruitment waiver may be requested in cases where the vacancy cannot be filled by a current employee, and the unique qualifications of the external candidate would make an outside search counterproductive. For this category, the position must be posted internally for at least one week prior to submitting the waiver request. Documentation showing no valid internal candidates exist, including the internal requisition number and list of internal applicants with their qualifications, must be provided in addition to the job description for the position, documentation of the candidate's qualifications, and a justification for the request.

- d. Partner Accommodation – a recruitment waiver may be requested in cases of a position to be filled by a partner hire and the appointment is in the best interest of the University. The job description for the position to be filled and documentation of the candidate’s qualifications must be submitted together with a justification for the request and a copy of the partner offer letter.
3. All candidates must meet the minimum qualifications of the position for which the waiver is being requested.
4. The completed form with all supporting documentation should be emailed to the Provost's Office for review and approval.
5. Once approved by the Provost or Provost's designee, a copy of the approved request form will be provided to the College/Department for submission to Human Resources.
6. A formal offer of employment cannot be extended until the waiver has been fully approved by all University officials as required by FAU Personnel Policy 7.5.

**Office of the Provost  
Request for Recruitment Waiver  
Academic Personnel (AMP/SP)**

Candidate's Name: \_\_\_\_\_

Position # & Title: \_\_\_\_\_

College/Unit: \_\_\_\_\_

Department: \_\_\_\_\_

Select the reason for the request and attach the supporting documentation as indicated.

<b>Check One:</b>	<b>Reason</b>
	a. Current Employee – the unique qualifications of a current employee would make an outside search counterproductive. The job description and qualifications of the candidate must be attached.
	b. Recent External Applicant - the unique qualifications of a recent external applicant for a similar position would make a search counterproductive. The job description for the current position, the requisition number and job description for position the candidate originally applied for, and documentation of the candidate's qualifications must be attached.
	c. External Candidate - the unique qualifications of an external candidate would make a search counterproductive. Requires position be posted internally for one week. Documentation showing no valid internal candidates exist, including the internal requisition number and list of internal applicants with their qualifications, must be attached in addition to the job description for the position, documentation of the candidate's qualifications, and a justification for the request.
	d. Partner Accommodation - position to be filled by a partner hire. The job description, documentation of the candidate's qualifications, and a copy of the partner offer letter must be attached.
<b>Justification for the Request</b>	

\_\_\_\_\_  
Manager's Name, Title, and Approval Signature Date

\_\_\_\_\_  
Dean's Name and Approval Signature Date

\_\_\_\_\_  
Provost's Name and Approval Signature Date

Send this form, signed by the appropriate hiring officials, to the Provost's Office with supporting documentation for Provost review and approval.