



Job Search Waiver Request

Search waivers are exceptions to the general rule of advertising and searching for an open, available position.

Examples of search waiver criteria include:

- To satisfy an immediate or emergency need, i.e. some urgent 13-D positions;
- A grant which specifies the Principal Investigator;
- A department has the opportunity to secure a faculty or staff person on a regular basis, independent of a specific vacancy or position, where the individual has highly specialized skills such that a search would not render a more qualified candidate;
- Instances where employment of a qualified individual supports Stockton’s ongoing strategic priority to attract diverse faculty and staff to the University;
- Internal restructuring within a divisional area where employees are moved into positions for which they qualify;
- A transfer or promotion of an employee within the unit, provided the employee is fully qualified for the new position;
- Instances where employment of an accompanying spouse becomes beneficial to the University’s programmatic needs;
- Interim appointments of internal employees;
- Hire of a candidate from a recent search pool within six months;
- Appointments with an anticipated duration of less than six months;
- An accommodation for a qualified current employee with a disability.
- An external business unit incorporated into the University. (After incorporation, the business unit must fill position vacancies in accordance with University policy).

Instructions:

1. The hiring manager completes the Job Search Waiver Request form and seeks approval from the supervisor and/or division head and the Provost/Divisional Vice President.
2. The hiring manager attaches resume of the proposed candidate and position description, including qualifications.
3. The hiring manager submits all (3) forms to ide@stockton.edu Office of Institutional Diversity & Equity for final review and approval.

Date: _____ **Subject:** _____

To: _____ **From:** _____

Proposed Hire: _____ **Position #:** _____

Position Title: _____

Detailed reason for job search waiver request:

Office of Institutional Diversity & Equity (IDE) Comments:

Provost/VP Approval: _____ **Date:** _____

IDE Approval: _____ **Date:** _____