

AFFIRMATIVE ACTION - REQUEST FOR SEARCH WAIVER

Grant/Project Title _____

Position: Local Title _____

Research Foundation Title (if different) _____ Grade _____

Position Description _____

Qualifications (be very specific) _____

Reason(s) for the waiver request (see reasons on bottom) _____

About the individual to be hired: (A resume/vita **must** accompany this form)

Ethnicity: White Black Hispanic Asian/Pacific Islander Native American

Gender: Male Female

Will the search take place? YES No If yes, when _____

Signatures

Project Director _____ Date _____

Human Resources _____ Date _____

Fiscal Designee _____ Date _____

Waivers of Affirmative Action Search requirements may be requested in the following instances:

1. Emergency situations: When sudden death, illness or late resignation occurs, precluding the possibility of a full Affirmative Action search.
2. A "unique" situation: (e.g. if Kurt Vonnegut stated that he was available to develop new research methods).
3. Upward mobility of protected classes: When a particular project DOCUMENTS that it is underrepresented, INTERNAL promotions may be granted for protected classes.
4. Temporary appointments expected to last THREE MONTHS OR LESS, regardless of percent of effort.
5. A position of LESS THAN 25% EFFORT, regardless of length of time.