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|  | | WAIVER REQUEST | | | | | | Non-Searched  Hire or Rehire  Form 2 of 2 | | | Paper |
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| **Purpose of the Form:** Request waiving of an open recruitment for one of the reasons stated below. Reasons F and G require a form be completed only once.  **What You Will Need:** The information requested below and either 1) a **Recommendation for Faculty or Academic Staff Appointment** if this is the first hire of the individual named below, or 2) a **Continuing Appointment Form Academic Staff** if this is a rehire of the same person into the same position. | | | | | | | | | | | |
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| **Statement of Equal Employment Opportunity:** UW-Stevens Point has a firm commitment, in accordance with state and federal law and institutional policies, to providing equal opportunity in employment through non-discriminatory hiring practices. Offers of employment should be made from applicant pools developed and maintained by each college and/or administrative unit. Such pools should include up to date applicants from within and outside UWSP, and every effort should be made to ensure that these pools include systemically non-dominant populations including people of color and women. | | | | | | | | | | | |
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| **UW-Stevens Point permits waiving open recruitment only in the following instances:**  **\*Descriptions on Page 2\*** | | | | | | | | | | | |
| 1. **Insufficient Time** 2. **Distinguished Faculty** 3. **Diversity** 4. **Grant** | | | | | 1. **Blanket** 2. **Reappointment after Reduction in Force**   **(non-compete, on-going)**   1. **Disabled Veteran (non-compete, on-going)** | | | | | | |
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| **Waiver Request** | | | | | | | | | | | |
| **Waiver Reason** | Choose an item. | | | | | | | | | | |
| **Person Hired** | Click or tap here to enter text. | | | | **Person Being Replaced** | | Click or tap here to enter text. | | | | |
| **Begin Date:** | Click or tap to enter a date. | | | | **End Date:** | | Click or tap to enter a date. | | | | |
| **College/Division** | Click or tap here to enter text. | | | | **School/Department/**  **Unit** | | Click or tap here to enter text. | | | | |
| **Is this position able to work remotely?** | Choose an item. | | | | | | | | | | |
| **Explanation of Request** | Click or tap here to enter text. | | | | | | | | | | |
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| **Role** | | | **Signatures** | | | | | | **Date** | | |
| **Department Chair/Unit Supervisor** | | | |  | | | | | |  | |
| **(Assoc/Assist) Dean/Director** | | | |  | | | | | |  | |
| **Chief Human Resources and Affirmative Action Officer** | | | |  | | | | | |  | |
| **Chancellor/(Asst/Assoc) Vice Chancellor** | | | |  | | | | | |  | |

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|  | WAIVER REQUEST | | Non-Searched  Hire or Rehire  Form 2 of 2 | Paper |
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| **UW-Stevens Point permits waiving open recruitment only in the following instances:** | | | | |
| 1. **Insufficient Time:** There is insufficient time for a search because the necessary functions of a vacant position must be performed and/or employment will be on a temporary basis. If ongoing or repeated, a waiver cannot be granted. 2. **Distinguished Faculty:** A department/unit seeks to secure a distinguished faculty or staff person on a visiting basis**.** 3. **Diversity:** The purpose of the waiver is to achieve diversity in a department/unit, based on the department’s/unit’s capacity to recruit and temporarily hire qualified candidates who hold systemically non-dominant identities when there is underrepresentation of that identity in the department/unit’s workforce profile. 4. **Grant:** The position is grant funded and person identified below is specifically named in the grant | | 1. **Blanket:** The waiver is needed for addressing enrollment demands (e.g. teaching supervisors).   **Non-competitive On-going Appointments**   1. **Reappointment after Reduction in Force:** Per UWSP Policy GEN 13 and Handbook Ch 12.09, an employee may be moved to another position regardless of being designated in layoff or non-renewal status. An employee who is or will be affected by a layoff/non-renewal may request, in accordance with the hiring authority’s requirements, to be considered for other UWSP vacancies. 2. **Disabled Veteran:** Per UPS Operational Policy EEO 3, a qualified, disabled veteran may be noncompetitively appointed. | | |