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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. |
|  |
| **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.
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