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Requestor Instructions:

This form should accompany the PPRF through the approval process.

1. **Department Chairs and Directors:** Prepare and submit request and justification/recommendation to Vice President or Dean.
2. **VP / Dean:** If you concur with request, please provide your signature to the form and forward this form, the PPRF, and any attachments to Human Resources.

Person to be Hired: \_\_\_\_\_ Start Date: \_\_\_\_\_

Position Number: \_\_\_\_\_ New Position: \_\_\_\_ Yes \_\_\_\_ No

Title: \_\_\_\_\_

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

WVSU EEO/AA Policy: As an Equal Opportunity / Affirmative Action employer and educator, West Virginia State University is committed to and will provide equal educational and employment opportunity for all of its students, faculty, staff, and applicants for admission and employment without regard to race, color, religion, age, sex, national origin, sexual orientation, gender identity, genetic information, disability, or veteran status – except where age, sex, or ability are bona fide occupational qualifications for employment. Under limited circumstances, as defined below, the Dean/VP with the concurrence of the EEO/AA Officer may determine that a search waiver is in the best interests of the institution.

**REQUEST FOR SEARCH WAIVER:**

- Critical Work Stoppage.** A search waiver may be approved to acquire the services of an individual critical to institutional needs when operating requirements are immediate and a public search would result in undue delay or disruption. [Search waivers based on work stoppage are valid only for a period of *one-year*, subject to future recruitment if the position is continuing.]
- Special Skills.** A search waiver may be approved to acquire the services of an individual whose academic, research, or professional qualifications are responsive to an express need of the institution and are so noted in their discipline as to negate a reasonable presumption that a better qualified candidate would result from an open search. Examples of special skills waivers include (but are not limited to):
  - Distinguished or named professors or endowed chairs (including visiting professors with benefits).
  - Research Associates named in grant applications not currently employed by WVSU (where such individuals' expertise is critical to proposed research) or who expect to accompany a new faculty member from another institution as part of on-going research activity that will be transferred to WVSU.
  - Associate or Assistant Head Coaches recruited concurrently with the public recruitment of a new Head Coach, consistent with the labor market practice that the recruitment of a new Head Coach often entails the de facto recruitment of a coaching team.
  - Confidential Professional Assistants that report directly to the President, an Executive Vice President, Vice President, or Dean of a department, where the principal distinguishing characteristic of such positions is the professional interaction between the position and the senior administrative officer.

- Internal Promotion.** A search waiver may be approved to promote an individual within the unit, department, or division where such individual serves as a next in line subordinate of the vacant position and for which no similarly situated individuals exist.
  
- Reassignment or Lateral Transfer.** A search waiver may be approved to reassign an individual within a unit, department, college, school, or division (or between major units with the joint concurrence of unit vice president or dean) to perform a new role (whether or not such role is time-limited or continuing in nature and whether or not such role is represented by a separate budgeted position) in order to achieve operational objectives – particularly in the instance of a nine-month faculty member being appointed to a 12-month academic or administrative role.
  
- Reinstatement.** A search waiver may be approved to reinstate an employee who separated from WVSU within the past 12 calendar months and who is returning to the same or substantially similar role within the same department or division.

**WRITTEN RECOMMENDATION FROM DEPARTMENT HEAD OR CHAIR:**

**ATTACH THE FOLLOWING DOCUMENTATION AND ROUTE FOR NECESSARY APPROVALS, IN SEQUENCE:**

1. The curriculum vitae or resume of the person you seek to hire without a search.
2. A current organizational chart showing position to be filled.

Manager/Supervisor Approval _____ Date _____	Dept Head/Chair Approval _____ Date _____
Dean/VP Approval _____ Date _____	Human Resources Approval _____ Date _____