

REQUEST FOR WAIVER OF RECRUITMENT (SEARCH) OR PROMOTION



INSTRUCTIONS: Waivers are to be requested only under exceptional circumstances. The conditions warranting a waiver of search are described in "Search and Selection Policies and Procedures." Waivers of recruitment must be approved by the area AA/EEO committee or Human Resources before Diversity and Affirmative Action's review.

- ◆ *Department* – Enter all information requested and obtain signature of Project director or Department Chair. Please attach this form to the material and/or documentation upon which you based your recommendation. Forward to your area AA/EEO Committee Chair for professional positions or to Human Resources for support positions.
- ◆ *Area AA/EEO Committee*– Enter recommendation and forward to Office for Diversity and Affirmative Action.
- ◆ *The Office for Diversity and Affirmative Action* will send the response to this request and all relevant attachments to the department and simultaneously notify the area AA/EEO committee of the response.

Candidate: _____ Hiring Department: _____

Position/Title: _____ Salary Grade: _____ Salary: _____

- Appointment • Promotion • Full Time • or Part time equivalent

Proposed Start Date: _____ Length of appointment: _____

Will a full search take place? • Yes • No If yes, when? _____

Ethnicity: • White • Black • Hispanic • Asian/Pacific Islander • Native American/Alaskan Native • Unknown

Gender: • Male • Female

Funding Source: • Research Foundation, Grant No. _____ • State, Line No. _____

• Stony Brook Foundation, Account No. _____ Other (specify) _____

Brief justification for waiver (attach additional pages and documentation as necessary): _____

Please describe how the candidate was identified for this position (attach additional pages and documentation as necessary):

Request submitted by:

Name: _____ Title: _____ Phone: _____

Approval by Project Director or Department Chair (signature): _____

Recommendation of area AA/EEO Committee or Human Resources: • Approved • Disapproved

Explanation: _____

Signature of Area AA/EEO Chair: _____ Date: _____

Recommendation of AA/EEO Office: • Approved • Disapproved

Explanation: _____

Signature of Affirmative Action Officer: _____ Date: _____

Follow up date: _____