

ATTACHMENT B

Request for a Waiver of Recruitment (EPA Personnel Only)

Waivers are to be requested only under exceptional circumstances. Requests for waivers must be approved by a Vice Chancellor or the Chancellor (if the requestor is a Vice Chancellor) and the university's Affirmative Action Officer.

- ◆ *Requestor* – Complete the form and request approval from the respective Vice Chancellor or Chancellor (if the requestor is a Vice Chancellor). If approved by the Vice Chancellor or Chancellor, the form shall be forwarded to the Affirmative Action Officer for review. Please attach to this form the following:
 - A completed *Authorization to Establish or Review a Position* form
 - A detailed description of the position's duties and responsibilities
 - A current organization chart which includes the position
 - A resume of the individual proposed for selection, as well as a completed application
- ◆ *Vice Chancellor or Chancellor* – Review and respond. If approved, forward to the Affirmative Action Officer for review. If the Chancellor is requesting the waiver, this form and the above attachments should be forwarded to the Affirmative Action Officer only..
- ◆ *The Affirmative Action Officer* shall send the response to this request and all relevant attachments to the department and simultaneously notify the Chancellor or Vice Chancellor whether the waiver has been approved.

Please check one: *SAAO (Tier I or II)* *EPA-Instructional* *EPA-Research*

Position Title: _____ Date Submitted: _____

Div/Department: _____ Unit: _____

Requestor: _____ Phone Number: _____

Name of Candidate: _____ Race/Ethnicity: _____

State reason(s) for requesting a waiver (attach additional pages if needed).

Recommendation of Vice Chancellor

Disapproved

Approved

Signature

Title

Recommendation of Chancellor
[required only if request is from a Vice Chancellor]

Disapproved

Approved

Signature

Title

Affirmative Action Officer

Disapproved

Approved

Signature

Date