

# Search Waiver Request Form - Staff

***Authorization must be received from the Executive Director of the Office of Civil Rights and Institutional Equity (OCRIE) prior to offering the position.***

**Department/College:**

**Recommended Candidate:**

**Current Title/Level:**

**Proposed Title/Level:**

**Proposed Starting Date:**

**REASON FOR WAIVER:** Why do you believe bypassing a standard search and selection process that supports equal opportunity and affirmative action is warranted? In determining the appropriateness of a search waiver, please refer to [https://www2.cmich.edu/office\\_president/general\\_counsel/Documents/p04034.pdf](https://www2.cmich.edu/office_president/general_counsel/Documents/p04034.pdf)

**Approved by:**

**Date:**

Senior Manager/Dean (or designee)

**Attach the job description of the position and the resume of the individual and electronically forward to the Director of Employment and Compensation [clark1cb@cmich.edu](mailto:clark1cb@cmich.edu)**

**Comments from Director of Employment and Compensation (Human Resources):**

**Comments from Executive Director of Civil Rights and Institutional Equity:**

**Approved by:**

**Date:**

Executive Director/Civil Rights and Institutional Equity (or designee)

**Reminder:**

Candidates hired through a waiver of recruitment process are subject to CMU's policy on criminal history checks. Prior to the hiring of a new employee, the originating department must comply with the obligation to conduct the appropriate reference checking.