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://www.cmich.edu/docs/default-source/president's-division/general-counsel/administrative-policy-docs/4/p04034.pdf](https://www.cmich.edu/docs/default-source/president%27s-division/general-counsel/administrative-policy-docs/4/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**

**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.