

University of Colorado Boulder

Faculty and Research Faculty Search Waiver Request

This form must be completed and submitted to the Affirmative Action Officer for review and approval. Completion of this form is not a guarantee of employment. Do not proceed with any hiring negotiations or appointment discussions with a candidate until approval has been received. Please attach a resume.

CU-Boulder is a federal contractor and pursuant to federal regulations under Executive Order 11246 is required to advertise all jobs with the appropriate state agencies and ensure equal opportunity. In exceptional circumstances, it may be permissible to waive an advertised search. These circumstances may include uniquely qualified individuals (including candidates that possess unique skills, program experience, research, or funding in a specialized field), being specifically named in a contract or grant award and paid 100% from an auxiliary source, unusual positions, spousal/partner hires, and limited term appointments. Search waivers are reviewed on a case by case basis and the Affirmative Action Officer may follow up with the department for additional information as necessary.

Temporary employees of any type (staff, faculty, or research faculty) are not eligible for a search waiver. All positions filled via search waiver must first be posted on the internal CU Boulder job site following the procedures found [here](#).

Position, Candidate & Department Information			
Position #:	Job Code:	Position Title:	Hiring Authority:
Emp ID (if a prior employee):	Candidate Name:	Hiring Dept #:	Hiring Dept Name:
Anticipated Start Date (Note: This is not a guaranteed start date, as search waiver must be approved, minimum qualifications reviewed, background check passed, etc., before hire can be made.)			
Search Waiver Justification (Required)			
Please describe below the candidate's qualifications and how this request meets the criteria outlined above. For a limited term or an interim appointment of 12 months or less for a non-CU employee , please describe the immediate need to support the request and note this in the justification. (A job posting and search process is required if an interim or temporary appointment is expected to be converted into a permanent appointment.)			
Justification Narrative			

The candidate's resume must be submitted as an attachment to the search waiver request.

Approvals (Required to Proceed)

Dean, Hiring Authority, or PI Signature

Date

Institute or Department Signature (Optional, if necessary)

Date

David Pacheco, Campus Affirmative Action Officer

Date