Waivers of Search and Approval Process

The College of Agricultural Sciences must approve waivers of search for CAS Academic and Professional Faculty positions with appointments lasting one year or more and with an FTE greater than .75, prior to submission to the Office of Equal Opportunity and Access.

Typical reasons for waivers of search are:

- Dual career hires
- Emergency need to fill a position
- Temporary appointments: Academic Wage, Classified Temporary, Interim
- Promotion, Lateral Transfer, Re-organization
- If qualified internal employee helps with Affirmative Action Placement Goals.

Please read the full OSU policy and justifications for each situation (e.g., dual career hire, promotion of current employee) prior to requesting a waiver of search: Oregon State University Waivers of Search website.

Approval Process:

For positions that meet the criteria for additional review by CAS leaders, requests for waivers of search should be in written form based upon the guidance provided above. Please submit a request (template appended) through DocuSign with the following signing order:

1. Hiring Manager/Hiring Authority - signature
2. Unit Leader – signature
3. CAS Deans Approval – signature.

The submitter will email a final document (all signatures) to Classification & Compensation and Recruitment for final review by the Office of Equal Opportunity and Access (EOA).
CAS Waiver of Search Template

When evaluating a request, Affirmative Action staff will consider the following factors: unique qualifications of the appointee, emergency circumstances, budgetary considerations, retention of a valued employee, identify status of the appointee and relevant placement goals, and support of current and prospective peers and leaders.

Please identify the appropriate situation for requesting a waiver by reading the Oregon State University Waivers of Search website. Tailor your justification and address the questions to describe the broader context of the situation. In cases where more than one situation applies, please address the relevant questions for all situations that apply. Affirmative Action staff may have follow-up questions.

**Justification for waiver:**

Please also include:

- a current CV or resume of the appointee
- position description
- (if required by the situation) a before and after organizational chart

___________________________________________________     ________________
Hiring Manager/Hiring Authority – signature     Date

___________________________________________________     ________________
Unit Leader – signature        Date

___________________________________________________     ________________
CAS Deans Approval – signature      Date