

Waiver Request

Part I Waiver Requested

Check one

- A pool of candidates which include members of protected groups already exists as a result of a prior search and approval is requested to fill a second identical position from this pool.
- Department wishes to employ a visiting faculty member for a temporary period not to exceed one year.
- An individual is to be appointed temporarily while a national search is being conducted.
- An emergency situation has occurred and there is insufficient time for a national search and/or 30-day posting. (An emergency situation can include a death, illness or resignation at one year.) A temporary appointment not to exceed one year is desired.
- Department wishes to temporarily appoint an administrator due to an individual returning to teaching, no FTE exists.
- Individual has been identified as principal investigator of a project, no additional funding exists, grant provides 100 percent of salary.
- Individual has been identified to assume acting or interim appointment for a temporary period not to exceed one year.
- Department wishes to extend the contract of a postdoctoral employee with a J-1 visa for a third and final year.
- Transfer of individual from classified status to professional faculty status, classified position has been abolished and faculty position approved by HRD. Appointment cannot be retroactive.
- Other (explain) _____

Part II Position Data

Department _____ Contact Person _____ Phone no. _____

School/College/Unit _____

Position title _____ Position no. _____

Rank _____ Proposed hired _____ Expiration date _____

Individual to be appointed (if applicable) _____ Gender _____ Race _____

Last Incumbent (if applicable) _____

Part III Specific Nature of Request (attach documentation)

Indicate recruitment sources, timeframe, etc. Attach vita and verification of credentials form for direct appointments

Part IV Detailed Justification for Request (attach documentation)

Requested by _____
Department head _____ Date _____

Reviewed by _____
Dean/administrative head _____ Date _____

Part V Recommendation by EEO/AAS

- Approval Disapproval

Signature _____ Date _____

Part VI Action by Provost/Designee

- Approval Disapproval

Signature _____ Date _____

Waivers granted for temporary appointments are not subject to extension beyond the initial period and will result in termination of the employees on the established expiration dates.



www.vcu.edu/eeoaa

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