### Valid Reasons Why Job Searches May Be Waived

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| Promotions in Lieu of Searches | Applies to non-union contract professionals and staff positions when:  
   - a. There is an employee in the unit who is “next in line” for the higher level position (e.g., an assistant director moving to a director position, assuming that no one else in the unit is similarly situated). If more than one individual could be considered next in line, then an internal search process should be completed.  
   - b. There is an employee in the unit for whom the new position would be a logical progression because it is an extension of their current duties/responsibilities, and:  
     - i. No one else in the unit is similarly situated; and  
     - ii. The employee has been in the current position long enough to allow evaluation of their skills (e.g., normally at least six months to a year). |
| Compelling and Urgent Institutional Needs | Applies for immediately filling positions  
   - a. For example, there are imminent classes to cover, players to coach, or a resignation occurs without adequate notice in a critical administrative role and there isn’t enough depth in staffing levels to reassign responsibilities until a search can be completed.  
   - b. Search waivers granted because of these urgent circumstances will be good for a maximum of one year, during which time a search should be conducted.  
   - c. It will be the responsibility of the dean, vice president, or other appropriate person requesting a search waiver to outline the criteria establishing the compelling and urgent institutional need. |
| Uniquely Qualified Candidates | a. Examples in the literature include extreme cases such as Nobel Prize winners. Another application of this exception occurred when an individual was placed into a job without a search because they were named on a grant to design a program. When the program was made permanent, it was determined that it would be impossible to find someone who had the same depth of knowledge about the program and a search would be fruitless.  
   - b. It will be the responsibility of the dean, vice president, or other appropriate person requesting a search waiver to outline the criteria establishing the unique qualifications of a candidate.  
   - PLEASE NOTE: Someone who is unusually well-regarded or well-qualified is a strong candidate for a job – not someone who should be waived into a job without a search. |
| Internal Searches | Search waiver applies when:  
   - a. There are legitimate hiring criteria which only incumbents can meet and that will enhance institutional effectiveness;  
   - b. They will support appropriate upward mobility in line with succession planning; and  
   - c. They will not be inconsistent with the University’s affirmative action goals. |
| Research and Sponsored Positions | All researcher positions will be subject to usual and customary search procedures. Search Waivers will be granted only for positions lasting less than one year, absent demonstrably unique qualifications of the individual being considered for placement without a search. |