

Search Waiver Form

Updated June 8, 2023

Proposed Appointee

Appointee Name:

Proposed FTE:

Gender:

Proposed Date of Appointment:

Ethnic Identification:

Requested Waiver End Date:

Race:

Current U of I Employee: Y/N

Appointee Email:

If yes, UIN: _____

Proposed Title:

Position Class Code (HR will complete):

Proposed Salary:

Current Job Information

Current Title:

Current Employer:

Previous Waiver

Has proposed appointee previously been hired through a search waiver for this position or a similar position in your department? Y/N

If yes, please describe. Please provide Job ID number if applicable.

Waiver Basis

TOP Hire

Faculty Excellence Hire

Dual Career Hire

Temporary/Urgent Teaching Appointment

Temporary/Urgent Non-Teaching Appointment

Senior Faculty Administrator

Research Associate from Postdoctoral Research Associate

Other Special Circumstance

If other, Please Explain: _____

Search Waiver Workflow Information:

Primary Position Function/Summary (With a few sentences, describe the main purpose of the job highlighting the major function that distinguishes it from other roles):

Minimum Qualifications:

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Preferred Qualifications:

Knowledge, Skills, and Abilities:

Search Waiver Appointment Form Questions:

How was the proposed appointee found?

How is the appointee best or uniquely qualified for the position? What was the evaluation criteria?

Were any other individuals considered? If yes, please list them here. If not, please enter "N/A"

If others were considered (above) please briefly explain why they were not selected for this position.

Waiver Justification

Provide Detailed Explanation