

WAIVER REQUEST FORM (FULL-TIME FACULTY)

Instructions: In accordance with NYU’s Recruiting and Hiring Policy and Procedure (“Policy”), unless granted a waiver in the manner set forth below, a search must be conducted when recruiting to fill a Full-Time Faculty position, whether for a newly created or vacant position. As part of the search process, the job description or requirements for the position must be posted for at least five (5) business days on Interfolio, the University’s applicant tracking system for Faculty.*

**In accordance with the Policy, by completing this form, a School or Institute may seek an exemption from these search and posting requirements based on one of the exemption categories identified below.*

===== To Be Completed by the School or Institute =====

Title of Position: _____

PeopleSync Position Number: _____

Department (if applicable) and School/Institute: _____

This position is part of an approved Cluster Hire ____ Yes ____ No

Reason for Requesting Waiver (Check One)

1. ____ The position is being created to hire a “target of opportunity” based on the candidate’s distinction in the field, typically for senior Faculty who hold tenure at other institutions, and/or for an outstanding candidate who can contribute to the University’s diversity, broadly defined.

Please identify the relevant portions of the candidate’s supporting academic record (including CV, diversity statement, or other materials) that highlights how the prospective full-time faculty member is a “target of opportunity” based on his or her distinction in the field and/or how the prospective full time faculty member will contribute to the University’s diversity, broadly defined.

NYU continues to abide by our commitment to the Affirmative Action and Equal Employment Opportunity Policy Statement, which prohibits discrimination against job applicants and employees based on the following protected statuses/ characteristics—age, alienage, caregiver status, childbirth, citizenship status, color, creed, disability, domestic violence victim status, ethnicity, familial status, gender and/or gender identity or expression, marital status, military status, national origin, parental status, partnership status, predisposing genetic characteristics, pregnancy, race, religion, sex, sexual orientation, unemployment status, veteran status, and any other legally protected basis.

2. ____ An offer of a position is being made to a qualified individual to secure the recruitment or retention of the individual’s tenured or tenure-track faculty spouse or partner.

Please attach corroborating documentation.

3. ____ It is a temporary appointment (e.g., a visiting appointment) not to exceed one academic year, to fill an immediate business need (e.g., to teach a course about to begin or in progress). (Note: should the School seek to fill the position upon conclusion of the temporary appointment, a search will be required in the manner set forth in the Policy).

If not for the purpose of teaching a course about to begin or in progress, please explain the nature of the immediate business need.

4. ____ The recruitment is being managed by an external search firm.

Please attach documentation confirming the recruitment is being managed by an external search firm.

5. ____ On the occasion of an academic, scholarly, or business unit being incorporated into the University.

Please attach corroborating documentation.

Name and title of Requestor _____

Signature of Requestor _____ Date: _____

Signature of Dean or Director _____ Date: _____

===To Be Completed by Office of Equal Opportunity In Consultation with the Office of the Provost ===

___ Approved ___ Not Approved

Name of Director, OEO: _____

Signature of Director, OEO: _____ Date: _____