

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: _____

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

Please explain below how the prospective full-time faculty member is a “target of opportunity” based on his or her distinction in the field.

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: _____