

Request for Waiver of a P&S Search

Waiver #: _____ (*# will be assigned by EOD*)

Appointment Type: (Check One)

New Position

Existing Position

For existing positions, please enter position #:

Required Attachments:

Justification of Waiver

Salary Justification for External Candidates if
Salary is above Median Zone (P&S)/
above midpoint for SEIU

Draft Offer Letter

<http://www.uiowa.edu/hr/classcomp/>

Proposed Appointee's Current CV/Resume

Salary Justification for Internal P&S/SEIU
Candidates

Position Requirements/Job Description

Recommended Appointee:

(*First Name*)

(*Last Name*)

(*Suffix*)

If current UI Employee, please enter:

(*Current Job Code*)

(*Current Title*)

Proposed Org #:

Dept #:

Dept Name:

Proposed Percent Time:

%

Proposed Start Date:

Proposed Job Code:

Title:

Proposed Annual Salary Range: From \$

To \$

For P&S positions, if proposed salary is above median zone/mid-point please check box and attach justification

Please continue to next page.

Request for Waiver of a P&S Search

Waiver Initiator:

(Name)

(Date)

Contact Person if any additional information is needed:

(Name)

(Email)

(Phone)

Reason for Waiver Request (Check all applicable but must elaborate on reason(s) in required Justification attachment):

- | | |
|---|--|
| Dual Career Hire | Candidate Identified in Grant |
| Reorganization | Staff Diversity Opportunity Program (SDOP) |
| Search for Regular Position not yet Authorized | Uniquely Qualified Candidate |
| Emergent Instructional Needs | Postdoc to P&S Appointment |
| Other (if checked, please explain in the space provided below.) | |

Is there an internal pool of employees who may meet the minimum required qualifications and potentially be interested in applying for this position? Yes No

If yes, please provide the rationale for not conducting an internal search. (Add as Attachment)

| | | |
|---|-----|----|
| For EOD use: | | |
| Verifications with Human Resources – Compensation & Classification | | |
| Are there furlough candidates who may have priority referral rights? | Yes | No |
| Review of Job Description for appropriateness | Yes | No |
| Salary Approval | Yes | No |

Required Signatures:

| | | | |
|-------------------------------|-------------|--|-------------|
| <i>Initiator</i> | <i>Date</i> | <i>Department Executive Officer</i> | <i>Date</i> |
| <i>Dean or Vice President</i> | <i>Date</i> | <i>Director, Equal Opportunity & Diversity</i> | <i>Date</i> |
| <i>EEO Coordinator</i> | <i>Date</i> | | |