

Date received:

## GRAND VALLEY STATE UNIVERSITY EMPLOYMENT SEARCH WAIVER REQUEST (Revised 10/1/2016)

Grand Valley State University values a diverse workforce. In accordance with the state and federal law and Equal Employment Opportunity (EEO) and Affirmative Action (AA) obligations, GVSU is committed to providing equal opportunity in employment through non-discriminatory open recruitment, equitable hiring practices and affirmative action programs. Exceptions to the standard recruitment practices or policies may be made where such waiver of the standard recruitment process demonstrates a compelling and extraordinary need. Collective bargaining positions must be advertised and recruited for as outlined in the applicable collective bargaining agreement.

There may be rare cases in which the university believes it is necessary to waive the search process and place an individual into a position without a search. In addition, this document is to clarify the process related to requesting a search waiver and outline a procedure that is designed to create uniformity in the search and selection process utilized by GVSU. A waiver of the search process occurs when the university can justify why the placement of an individual into a position, without a search, is in the best interest of the University.

Requests for a search waiver are to be made via this form to the Director, Affirmative Action/EEO, by the appropriate Appointing Officer. Prior approval must be obtained by the Appointing Officer from their division's Vice President, or designee. The completed form will be a part of the selection packet which includes the selection justification, hiring approval form, resume, application and transcripts of the candidate. This packet will be sent to the Affirmative Action office for final review and approval. Questions should be directed to the Affirmative Action office at (616) 331-3296.

|   |  |                     |
|---|--|---------------------|
| Date:   | Supervisor:  | Appointing Officer: |
| College/Division:   | School/Department:   |                     |
| Title of Position:  | Name of Proposed Hire:   |                     |
| Person Being Replaced (if applicable):  |  |                     |
| <b>Waivers to the standard search process may be requested for the following reasons:</b>   |  |                     |
| <b>Departmental restructure or reorganization</b>   | The proposed hire's current/previous position is being eliminated; a new position cannot be created through this process; not used to make temporary employees permanent.  |                     |
| <b>College or Department or Unit Affirmative Action goals</b>   | Does not exempt a position from AA requirements and EEO regulations, including documenting good faith efforts to achieve diversity and ensuring non-discrimination. Please indicate your current AA goal and how the addition of this candidate will add to the achievement of the goal. See <a href="https://www.gvsu.edu/affirmative/affirmative-action-plan-29.htm">https://www.gvsu.edu/affirmative/affirmative-action-plan-29.htm</a> to view the most recent AA Plan or contact the Affirmative Action office. |                     |
| <b>Opportunities for internal promotions</b>  | If promotion advances affirmation action goals.  |                     |
| <b>Existence of highly specialized qualifications and requirements for a particular position</b>  | For example, the president of a university, congressperson, or so specialized that there is not a reasonable pool from which to draw appropriate candidates.   |                     |
| <b>Trailing spouses/partners</b>  | Facilitating appointment of an accompanying academic partner, if either hire advances current AA goals.  |                     |
| <b>Current position discontinuation</b>   | Position eliminated due to funding.  |                     |
| <b>Previous search pool for identical position</b>  | Search conducted 12 months or less; or multiple hires from same search.  |                     |
| <b>Other (rare circumstances)</b>   | Please discuss with the Affirmative Action/EEO office.   |                     |
| <b>Provide a justification statement explaining selection above. Work history, resume/CV, and other documentation including AAP goals, etc., should also be provided. Attach additional pages, as needed.</b> |  |                     |

Appointing Officer: \_\_\_\_\_ (approval)

Date: \_\_\_\_\_

Vice President: \_\_\_\_\_ (approval)

Date: \_\_\_\_\_

**Action:**    approved       not approved

Division of Inclusion and Equity: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director, Affirmative Action/EEO)

*Appeals to decisions may be made to the Assistant Vice President for Equity, Planning, & Compliance, then the Vice President for Inclusion and Equity, then the President. Requests for waivers in the Division of Inclusion and Equity are reviewed by the Associate Vice President for Human Resources, or designee.*