

**Wichita State University  
Division of Academic Affairs and Research  
Search Waiver Request**

**Section I: General Information**

Department name \_\_\_\_\_ Date \_\_\_\_\_  
 Contact name \_\_\_\_\_ Phone extension \_\_\_\_\_  
 Position number \_\_\_\_\_ Working position title \_\_\_\_\_

Position type:           Unclassified Professional           Faculty  
                   Temporary           Provisional           Regular           Contingent           Executive  
 Length of appointment:   9 month           10 month           12 month           Term (dates) \_\_\_\_\_

**Section 2: Candidate Information**

Name	Sex (F/M)	Ethnic Code	FTE	Salary offer	Start Date	US Employment Eligibility

Ethnic codes: 1=Nonresident alien; 2=Race and ethnicity unknown; 3= Hispanic of any race; 4= American Indian or Alaskan Native; 5=Asian; 6=Black or African American; 7=Native Hawaiian or Pacific Islander; 8=White; 9=Two or more races

**Section 3: Reason for Waiver Request (Policy 3.29)**

- Referenced in grant application
- Employment anticipated to be no more than 18 months duration
- Former WSU student employee
- Visiting scholar/professor
- Target of opportunity
- Other, please specify \_\_\_\_\_

**Section 4: Attachments**

- Detailed letter addressed to the Provost outlining the rationale for waiving the usual search process
- Current vita/resume and position description
- Signed background check authorization form

**Section 5: Initiation of Request**

Chair/Director \_\_\_\_\_ Date \_\_\_\_\_  
 Dean\* \_\_\_\_\_ Date \_\_\_\_\_

\*Sponsored projects and research appointments require ORA (Associate Provost) approval

**Section 6: Review**

EEO Director \_\_\_\_\_ Date \_\_\_\_\_

**Section 7: Final Authorization**

Provost \_\_\_\_\_ Date \_\_\_\_\_

**Routing:** Chair/Director, Dean, Assistant Vice President for AA Budget, Sr. Associate Provost (EEO), EEO office, Provost Office