

Search Waiver Form Instructions

Before offering a position to a potential candidate without a search, please follow these procedures.

1. Review search waiver policy 3.26 http://webs.wichita.edu/inaudit/ch3_29.htm
2. Complete the Search Waiver form with the proper signatures and submit along with the required attachments and the OHR 100 or OHR 120 to the Assistant Vice President for Academic Affairs, Box 13.

The following will be the routing steps after it reaches the Provost's office.

1. The Assistant Vice President will forward the Search Waiver to the Senior Associate Provost for initial review and transmittal to the Director of Equal Employment and Director of Human Resources for review and comment.
2. Director of EEO will return the signed waiver form to the Provost's office for approval.
3. Approved Search Waiver will be returned to the academic unit with the approved OHR 100/OHR 120.

If there are any questions regarding this procedure or policy, please contact martha.shawver@wichita.edu or x5060.