

Sup Org Name:

Academic Org:

Waiver for:

(include CV/resume) Supervisor:

Rank/Title:

(see [ACD505-02](#) or [ACD505-03](#) for allowable titles/ranks)

Appointment period:

to

(full AY: August 16 to May 15; full FY: July 1 to Jun30)

FTE%

Requested salary

Acct #

Funding Source

Position #

### Type of Hire

Regular  
Non-track or  
Non-continuing (NT/NC)  
Variable (<90 days, PRN, or semester only)

### Classification

Faculty (see [ACD505-02](#))  
Tenured  
Tenure-track  
Not on track (year to year)  
Academic Professional (see [ACD505-03](#))  
Not on track (year to year)  
On track  
Continuing status  
Postdoctoral Research Scholar  
Not on track (year to year)  
Staff Job Profile

### FTE Impact

Is this a new line to your unit or a backfill?  
New line to the unit  
Backfill (replacement can be different title)

If backfill, who is being replaced?

(First/Last Name)

(Title)

### Term of Hire

Academic Year  
Fiscal Year  
Summer  
Semester

1. Provide a brief justification for hiring this individual and the reason for requesting a waiver of recruitment.
2. Briefly describe the scope of work to be performed by the individual.
3. Describe how the individual meets the minimum qualifications for the position.

## Contact and Approvals

Unit Contact name:

Chair/Director signature:

Dean's Office only

Dean signature:

Provost's Office only

Vice Provost signature:

Extension:

Date:

Chair/Director name: