

Office of Human Resources Employment Procedures

Policy Number:	<u>HR 20.00 Recruitment, Selection, and Appointment</u>
Procedure Number:	<u>HR PRO 20.2, Degree Waiver</u>
Department Name:	<u>Human Resources</u>
Effective Date:	<u>July 1, 2004</u>
Purpose Statement:	<u>A degree is required for various positions on campus.</u>
	<u>This procedure details the process to request a waiver of the degree requirement for non-Faculty positions.</u>

Procedure(s):

Degree waiver criteria:

1. The university has documented a problem with attracting a qualified applicant pool through previous advertisements.
2. The employee has outstanding professional experience, has obtained subsequent education toward the bachelor's degree or has had continued professional development.
3. The employee should possess professional experience in an area of specialization related to the field of work for which the degree waiver is sought.
4. Demonstrated professional development activities should include but are not limited to recent participation in formal college coursework, workshops or professional seminars.

Process for Requesting Degree Waiver:

All requests for degree waivers should be submitted to the appropriate divisional vice president who will forward the request to the Associate Vice President for Human Resources. Requests should document the following:

1. The class/position/incumbent for which the waiver is requested.
2. A statement regarding previous problems with inadequate applicant pools.
3. A description of relevant experience including dates, a list of professional/degree courses completed, and a statement from the incumbent concerning plans to continue or complete a degree.

Approved: _____
Associate VP, Human Resources

Revision date: _____