

**University of West Florida
Request for Waiver of Recruitment
Human Resources**

Requestor:
(Name/Title)

Phone:

College/Department:

Section 1

Name of Candidate: Race: Sex:

Position title for which waiver is requested:

Position Number:

Position Type: Faculty University Work Force

Appointment Type: Regular Visiting Temporary/Emergency

Tenure Earning: Yes No

Estimated Period of Employment: From To

Proposed Salary: 9 month 12 month

Funded from Contract Grant: Yes No

If grant funded, title of grant:

Section 2 – Justification: Each request must be approved by the Provost or appropriate Vice President and accompanied by the following:

1. Letter explaining why waiver should be granted (see University Policy HR 20.02-07/015).
2. Affirmative Action Plan and/or Equity Accountability Plan goals of the unit relevant to this position, if applicable.
3. Copy of resume/vitae of candidate and other pertinent information (such as project description or special assignment).
4. Candidates must be certified by Human Resources as meeting position minimum qualifications. Background screenings are required on all new hires prior to an offer of employment.

Dean/Director or Designee Approved Denied Date:

Provost/Vice President or Designee Approved Denied Date:

HR Representative Approved Denied Date: