

Recruitment and Hiring Waiver Request

Instructions: College deans and division vice presidents should complete and email this form to request a recruitment/hiring waiver and obtain approval from their Senior Vice President (SVP). All waiver requests will be reviewed by the President and his Executive Team. Upon final approval from the President, waiver requests will be submitted to the Division of Human Resources to move forward.

***Please note:** Colleges, divisions, RII innovation units and RII centers/institutes must submit a waiver request for positions that are not grant-funded to the Office of the Provost. For positions that are grant-funded, contract-funded, or TRIF-funded, a waiver request must be submitted to the Senior Vice President for Research and Innovation.*

To:

From:

Department:

Position Title:

Expected Hire Date:

Account Number & Grant Period (if applicable):

Requisition/Transaction Number (if applicable):

1. Please provide the justification for the request.

2. Please describe next steps if the request is not approved.