

Request for Waiver of Recruitment for EPA Position

**Appalachian State University
Office of Equity, Diversity and Compliance**

1. Department/Unit: _____ School/College: _____
2. Position Title: _____ (attach the job description and required qualifications)
3. Is this a new position? Yes No (if yes, provide copy of position approval)
4. EPA category of position:
 Tenure-Track Appointment Professional, without Academic Rank
 Temporary Appointment – One Year Non-Tenure-Track Faculty
 Administrative
5. Name of person recommended: _____ Salary: _____
(please attach current curriculum vitae/resume of candidate)
Is the candidate a current employee? Yes No
If yes, department: _____ Title: _____
6. Effective dates of appointment: From _____ To _____ or At-Will Employment _____
7. Indicate recruitment action taken to identify candidate:
 Identified through another search Referral
 Other (specify): _____
8. Attach a Letter of Justification. Describe how the request is consistent with the Policy for Requesting a Waiver of EPA Recruitment Procedures.

The request and justification must contain sufficient information to demonstrate that the appointment of the candidate is based on legitimate, nondiscriminatory reasons.

Approved by:

Department Chair/Director: _____ Date _____

Dean (if applicable): _____ Date _____

Director of Compliance: _____ Date _____

Vice Chancellor: _____ Date _____