WAIVER REQUEST GUIDELINES

• A “normal” search requires a good faith effort in doing outreach to all populations. The position should remain open for the amount of time it takes to make a “good faith” effort to recruit a diverse applicant pool and ultimately obtain a qualified candidate pool. The following are circumstances that warrant a waiver of the normal search procedures. A waiver request should be a memo that includes a detailed description of the context of the circumstances and all criteria (see below) that apply. Please also provide a copy of the position description and the persons CV/resume. A waiver should be included as part of the Proposal of Search Waiver paperwork and should be forwarded to Yesenia Gutierrez, Director of Affirmative Action and Equal Opportunity/Deputy Title IX Coordinator, at yesenia.gutierrez.gdi@pdx.edu.

**Urgent appointment.**

Explain the particular conditions of the appointment, the urgency, and the special qualifications of the chosen appointee. Most often these would be temporary appointments: a maximum one-year, fixed-term, non-renewable appointment while a regular search is conducted. List the duration of the appointment. If this is intended to be a permanent appointment, please document the special need and qualifications of the candidate.

**A grant related appointment.**

The appointee is the principal investigator for a grant, someone who has been specifically named in the grant, or someone with some special skills that are required to fulfill grant obligations. List the duration of the appointment, the nature of the grant, the special skills of the appointee, the portion of the appointee’s salary that will be paid by the grant, and whether the position will be renewable even after the grant period is over.

**A temporary faculty/instructional appointment.**

Appointee is filling in for someone who is on sabbatical, or otherwise temporarily unable to teach. Explain the particular conditions and/or qualifications for the appointee being chosen

**Temporary Position:**

A year or less appointment with an active search being conducted.

**Special expertise:**

A person developed a program at PSU and/or the appointee has special expertise and even if a search were done, it would be highly unlikely that someone else as uniquely qualified could be found.

**Promotion/Justifiable internal movements:**

Interdepartmental promotions (classified position to unclassified, represented to excluded, assistant director to director). Please consult with Human Resources about any movements or changes involving union represented employees. Human Resources needs to be aware of and approve these types of changes.

**Internal search:**

Internal Search: PSU campus-only search. The position needs to be filled immediately. The position requires (or would greatly benefit from) someone with specialized knowledge of PSU, or urgent need. Search must be conducted consistent with requirements of union contracts.

**Cases where a waiver is not necessary:**

- Appointment of an employee of a non-PSU program, when that program moves to PSU.
- **Person resigns from PSU and returns within 6 months of resignation to the same position**
- Appointment of a current employee to an open position in another area for administrative reasons, only to be in consultation for PSU’s General Counsel and/or Global Diversity & Inclusion

Please call the Office of Diversity Advocacy at 5-5919 if you have questions.

Updated 10/30/19

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Footnote: 1 A waiver requested by Global Diversity and Inclusion will be sent to the Vice President for Finance and Administration for review and approval and included in the Proposal to Appoint paperwork. A waiver for Human Resources will be sent to Julie Caron, Interim Vice President of Global Diversity and Inclusion.