

Please complete and attach signed form to Appointment Recommendation Form

**Request for Waiver of Advertising Requirement for  
MSI '8 Ybj Yf Positions**

Date of Request: \_\_/\_\_/\_\_

Position Title \_\_\_\_\_

Position Number \_\_\_\_\_

Please circle one: **Tenure Track Faculty, Temporary Faculty, Contract Administrator**

University policy requires that all positions, including Temporary Professional Personnel not paid on a per credit hour basis, be advertised unless an exception applies or an emergency circumstance exists.

Temporary position filled after a search was completed \_\_/\_\_/\_\_.  
**RE-APPOINTMENT – NO ADVERTISING REQUIRED** mm/dd/yy

Grant funded position with **specific individual**, to be hired, named in grant.  
**NO ADVERTISING REQUIRED**

A waiver of the advertising requirement may be granted for emergency circumstances. Explain the emergency circumstances that prevent the department from advertising this position. If the explanation states that there is not sufficient time to advertise, explain why the position was not advertised at an earlier date.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date this position will be advertised: \_\_/\_\_/\_\_

Signature of Chair/Department Head: \_\_\_\_\_

Signature of Dean/Vice President: \_\_\_\_\_

**To be completed by the Equal Opportunity Office**

**Approval Pending** – Additional Information Needed \_\_\_\_\_  
(specify) \_\_\_\_\_

**Approved** \_\_\_\_\_

**Denied – Position MUST be Advertised** \_\_\_\_\_

\_\_\_\_\_  
Percy A. Morehouse, Jr., Ph.D.  
Executive Director, Equal Opportunity Office and  
Special Assistant to the President

Date: \_\_\_\_\_