

**Note:** A search waiver is not guaranteed. This request must be approved prior to any communication with your proposed candidate.

**Signatures:** This form does not require live signatures. It should be forwarded in an e-mail chain through the approval process.

1. **Department Chairs and Directors:** Prepare and submit request and justification to Vice President or Dean.
2. **VP / Dean:** If you concur with request, please add your electronic signature to the form and forward the e-mail with attachments to [employment@louisville.edu](mailto:employment@louisville.edu).

REQUEST INFORMATION			
Proposed Candidate's Name			
Proposed Start Date	Position Number	New Position? Yes                      No	
Title	Department		

*UOFL EEO/AA POLICY: As an Equal Opportunity / Affirmative Action employer and educator, the University of Louisville is committed to and will provide equal educational and employment opportunity for all of its students, faculty, staff, and applicants for admission and employment without regard to race, color, religion, age, sex, national origin, sexual orientation, gender identity, genetic information disability, or veteran status – except where age, sex, or ability are bona fide occupational qualifications for employment. Under limited circumstances, as defined below, the Dean/VP with the concurrence of the HR Officer may determine that a search waiver is in the best interests of the institution.*

*Please Note: A waiver request will not be considered if the internal candidate's position is being eliminated. Contact your Employment Representative to determine if the Reduction in Force process is applicable.*

## STEP ONE

Please check the applicable category.

Executive and top-management positions as defined by regulation<sup>1</sup>

Internal positions as defined by regulation<sup>2</sup>

Positions lasting three (3) days or less

Reinstatement of employee within 18 calendar months of reduction in force

*If your request does not meet any of the four options above, do not proceed. The request is not eligible for a waiver.*

## STEP TWO

Please check the applicable justification for the request:

**Critical Work Stoppage.** To acquire the services of an individual critical to institutional needs when operating requirements are immediate and a public search would result in undue delay or disruption.

**Special Skills.** To acquire the services of an individual whose academic, research, or professional qualifications are responsive to an express need of the institution and are so noted in their discipline as to negate a reasonable presumption that a better-qualified candidate would result from an open search.

**Faculty Reassignment or Lateral Transfer.** In the instance of a nine-month faculty member being appointed to a 12-month academic or administrative role.

**Reinstatement.** To reinstate an employee who separated from UofL within the past 18 calendar months as a result of a reduction in force.

## WRITTEN JUSTIFICATION FOR STEP TWO

### ATTACH DOCUMENTATION AND SUBMIT

**Attach the following documentation:**

1. The curriculum vitae or resume of the person you seek to hire without a search.
2. A current organizational chart showing position to be filled.

Route **attachments** and this **form** via email through the necessary approvals, in sequence.

Manager/Supervisor Recommendation	Date
Dept Head/Chair Recommendation	Date
Dean/VP Approval	Date

### HR (INTERNAL USE ONLY)

Approved

Not Approved

does not meet step one requirement

internal candidate's position is being eliminated

candidate does not meet position minimum requirements

candidate is not eligible for rehire

other

HR Approval	Date
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#### Definitions

##### <sup>1</sup>Executive/Top Management Position

(1) Any employee (a) compensated on a salary basis at a rate of not less than \$455 per week (or \$380 per week, if employed in American Samoa by employers other than the Federal Government), exclusive of board, lodging or other facilities; (b) whose primary duty is management of the enterprise in which the employee is employed or of a customarily recognized department or subdivision thereof; (c) who customarily and regularly directs the work of two or more other employees; and (d) who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees are given particular weight; or (2) any employee who owns at least a bona fide 20-percent equity interest in the enterprise in which the employee is employed, regardless of whether the business is a corporate or other type of organization, and who is actively engaged in its management.

##### <sup>2</sup>Internal Positions

Employment openings for which no consideration will be given to persons outside the organization (including any affiliates, subsidiaries, and parent companies) and includes any openings which the organization proposes to fill from regularly established "recall" (i.e. Reduction in Force) lists. The exception does not apply to a particular opening once an employer decides to consider applicants outside of his or her own organization.

Last updated 1.27.2020