



OFFICE OF AFFIRMATIVE ACTION

Request for Waiver of Recruiting Process<sup>1</sup>

The University of Missouri - Kansas City has a long-established practice of filling the majority of employment openings by conducting open, equitable, and competitive searches. Opening recruitment opportunities to the broadest audience possible allows us to benefit from the vast experiences and diversity of interested applicants. However, on occasion, we are faced with circumstances in which an exception to this process is appropriate.

To be eligible for consideration of an exception of the search process by waiver, certain information must be submitted for review by the Office of Affirmative Action, and the candidate chosen for the position must be considered **highly qualified based on objective criteria** as evidenced in their application materials, i.e., resume/curriculum vitae, cover letter, etc., as compared to the position description and job qualifications.

**Please note:** Neither an informal offer nor a formal offer can be extended to a candidate until a waiver is approved by the Office of Affirmative Action.

Procedures

This form must be completed in its entirety; incomplete forms will be returned for revisions.

**Step 1:** As persons in active international visa status **are not eligible** for hire utilizing a waiver, it has been confirmed<sup>2</sup> by the department/division that the candidate chosen for the position is a (check one):

U.S. Citizen     Lawful Permanent Resident

**Step 2:** Complete the following fields regarding the position.

<b>Department/Division:</b>			
<b>Contact for Questions:</b>		<b>Extension:</b>	
<b>Position Title:</b>			
<b>New/Vacant Position:</b>			
<b>Proposed Salary/Range:</b>		<b>Proposed FTE:</b>	
<b>Academic Positions Only - Mark One Per Line</b>			
<b>Tenure Status:</b>	<b>Unranked NTT</b>	<b>Ranked NTT</b>	<b>Tenure/Tenure-Track</b>
<b>Contract Length:</b>	<b>9-month</b>	<b>12-month</b>	<b>Other:</b>

**Step 3:** Confirm a detailed description of the position, including *minimum and preferred qualifications*, has been attached.  (check here to confirm)

<sup>1</sup> If the University later determines that the information provided on this form is incorrect, the waiver may be retroactively denied.

<sup>2</sup> All candidates for waivers of the recruitment process should be asked their resident status; a department/division should not assume a candidate is or is not eligible for a waiver.

**For submission or questions: Dr. Sybil Wyatt - wyattsb@umkc.edu - (816) 235-6910**



OFFICE OF AFFIRMATIVE ACTION

**Step 4:** Indicate the business need(s) for a waiver of the recruitment process (check all that apply).

- Funding shift: existing position and funds shifted to new unit
- Reorganization: department/division reorganization resulting in multiple position changes
- Part-to-full time conversion: increase in FTE of current employee
- Qualifications: candidate possesses unique or scarce skill, knowledge, or ability
- Employee retention: department/division seeks to retain valuable long-term University employee
- Dual-career hire: employment of spouse/partner of a prospective University employee. *Please note:* typically, such a hire is time-limited per UM System guidelines for spousal/partner accommodations; additionally, a dual-career hire must be approved by the Provost's Office prior to submission of the waiver request (attach documentation to waiver request indicating approval).
- Past recruitment difficulty: position is historically difficult to fill through traditional recruitment. *Please note:* OAA may require evidence to support this business need.
- Employee advancement: current University employee has completed related training and/or career development opportunities **and** the hire is indicated by department/division succession planning, with evidence provided to OAA as part of this waiver request
- Candidate availability: if not for the availability of the candidate, the department/division would not hire for the position
- Grant-funded time constraints: position is funded at least in part by external grants which create time constraints in hiring
- Principle investigator: candidate has been designated as principle investigator in a grant and will transfer grant funding to the University upon hire
- Postdoctoral research: in furtherance of the professional career development of doctoral graduates of the UM System, candidate's hire is supported by prior substantial active participation in research at one of the four UM System institutions
- Emergency circumstances<sup>3</sup>: department/division faces substantial challenges that require prompt and immediate hiring, including (but not limited to) severe staffing shortages, short notice of exit by mission critical employee, recently failed search, strategic University initiatives necessitate urgent need to increase staffing, unanticipated increased course enrollment necessitates immediate academic appointment, etc. *Please note:* typically, a waiver indicating emergency circumstances will be approved only to address the immediate challenge(s) on a *temporary basis*, i.e., sufficient time to allow the department/division to conduct a traditional search.
- Other (provide detailed explanation and supporting documentation)

---

<sup>3</sup> In lieu of a waiver, department/division is encouraged to consider interim appointment to allow for traditional recruitment.



OFFICE OF AFFIRMATIVE ACTION

Step 5: Department/division confirms that no other current employee of the University is **qualified** for the position. \_\_\_\_\_ (check here to confirm)<sup>4</sup>

Step 6: If hired, will the chosen candidate vacate a position currently held with the University?<sup>5</sup>

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, provide former department/division and supervisor name/extension:

Former Division/Department:			
Former Supervisor:		Extension:	

Step 7: Complete the following regarding the candidate.

<b>Candidate Name:</b>	
------------------------	--

A current resume/curriculum vitae and a detailed justification (supporting the indicated business need or needs) for a waiver of the recruitment process are **required** as part of this form.

Attached/provided below are the following:

\_\_\_\_\_ Current Resume/Curriculum Vitae \_\_\_\_\_ Detailed Justification

Dean/Director/Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Positions Only - Provost's Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Affirmative Action Approval: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>4</sup> If there may be other qualified University employees, OAA may require internal posting of the position for a minimum of three business days prior to waiver approval.

<sup>5</sup> Please note: Employees who are reclassified do not require a waiver.

**For submission or questions: Dr. Sybil Wyatt - wyattsb@umkc.edu - (816) 235-6910**