

Recruitment and Hiring Waiver Requests (Reference Form)

Instructions: Please complete all fields on this form and enter “n/a” if not applicable. This form can be used for multiple positions. Your justification should answer the following questions: *Why is this role critical to fill now? Is this role part of institutional revenue-generating efforts? Does this role support critical research? What are the impacts to the unit if this is not filled? What services may be affected without this position? How does the position add value to the University and its strategic efforts?* All waivers are subject to the Recruitment and Compensation Administration Guidelines. **This reference form may be used to support collection of information before entering into Adobe Sign. This form does not replace the required approvals that must be collected in Adobe Sign.**

Department	College/Division	Position Title	Backfilling Existing Vacancy? (Y/N)	List the Salary, ERE, and any Startup Expenditures	Expense Negative (lower cost), Expense Neutral, or Expense Positive (higher cost)?	Grant Funded? (Y/N) <small>(if yes, include account # and grant period)</small>	Expected Hire Date	Requisition/Transaction/EmplID #
Position Justification:								
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Position Justification:

Additional Notes

College Dean/Division VP Signature	This approval signature must be collected in Adobe Sign
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SVP Section Only

Total Requests Approved to Date by Primary SVP overseeing position		Total Requests Declined to Date by Primary SVP overseeing position		SVP Signature	This approval signature must be collected in Adobe Sign
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SVP RII Signature	This approval signature must be collected in Adobe Sign	President's Signature	This approval signature must be collected in Adobe Sign
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