

PAPER

Form

(Principal Administrative Position Exemption Request Form)

To create NEW

SPS

Title/Position

NORTHERN ILLINOIS UNIVERSITY
PRINCIPAL ADMINISTRATIVE POSITION EXEMPTION
REQUEST FORM

Comment: IF THERE ARE ANY CHANGES TO THIS, GIVE THEM TO ROSE

Sec 36e(3) of the Statue provides for exemption from civil service coverage for certain principal administrative employees of each institution and agency as determined by the Merit Board. Only positions whose duties and responsibilities meet one or more of the following Criteria will be approved for exemption.

Criterion A:

- (1) Whose primary duty is administrative management of a Campus or Agency division or like unit, and who reports to the Chief Executive Office of the Campus or Agency; or
 - (2) Who performs an independent administrative function and reports to the Chief Executive Officer, President, Vice President, Chancellor, Vice Chancellor or Provost of the Campus or Agency
- OR

Criterion B:

- (1) Whose primary responsibility is the administration of an academic unit engaged in academic instruction or research (e.g., Dean, Associate and Assistant Dean, Department Head, Associate and Assistant Department Head).
- OR

Criterion C:

- (1) Who is charged with high level administrative responsibilities and whose decisions are based on administrative policies; *and*
 - (2) Who performs these duties with only general administrative supervision or direction and who exercises discretion and independent judgement (e.g., Director, Associate or Assistant Director).
- OR

Criterion D:

- (1) Who is in a position requiring a knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study (as distinguished from a general academic education) and which requires the consistent exercise of discretion and judgement (e.g., physician, attorney, engineer, architect, archaeologist, physicist, biochemist).

Proposed Title of Position:

Primary Function of Position:

Using space below, draw a simple organizational chart illustrating the chain of command from vice-presidential level down to all those reporting directly to position in question:

(over)

Request for Exemption under Criterion: A B C D (Check one or more)

In the space below, provide a description of the position which fully illustrates and describes how the duties and responsibilities assigned meet the exemption criterion checked above (use attachments/enclosures if necessary):

Proposed salary or salary range for the position: _____

Minimum education and work experience (including years) to qualify for position (include information relative to required specialized intellectual study if required) (use attachments/enclosures if necessary):



I For the Department Head/Director

___ Recommend approval

Signature: _____

Date: _____

For the Dean (if applicable)

___ Recommend approval

Signature: _____

Date: _____

II For the Vice President

___ Recommend approval

Signature: _____

Date: _____

III Associate Vice President for Administration and Human Resources (Designated Employer Representative)

___ Recommend approval

Signature: _____

Date: _____

IV For the President

___ Recommend approval

Signature: _____

Date: _____

MERIT BOARD ACTION: Approved Returned (See Attached)

Date: _____

Director

Waiver of Search Form & Instructions



REQUEST FOR WAIVER OF EXTERNAL SEARCH

Position Number _____

Date _____

College _____

Department _____

Division _____

Type of Appointment _____

Contract Period _____ No. Of Months _____ Effective Date _____

Full Time _____ Part Time _____ (_____ %) Regular _____ Temporary _____

REQUEST FOR SEARCH WAIVER:

- _____ A. **Waive National/Regional Search. Request Campus Search only**
Justification: Attach a memorandum indicating the rationale for determining that an external search would be unnecessary. Note that an external search may still be considered following review of candidates derived from an internal search.

- _____ B. **Waive Search. Internal Promotion/Reassignment For: _____**
Justification: Attach a memorandum indicating the rationale for selection of an internal candidate. This individual should be an identified successor to the new or vacant position, or the search waiver should involve a lateral move or transfer from a related position, a description of these circumstances should be included in the narrative along with all documentation required pursuant to university position administration procedures.

- _____ C. **Waive Search. Position filled with a One Year Temporary Appointment**
Justification: Attach a memorandum indicating the rationale for requesting a one year waiver of search for the position. Indicate also an approximate beginning date of when the search process is expected to begin.

Name of Candidate being recommended _____

- _____ D. **Waive Search. Position filled with a Regular, Continuing Appointment**

Justification: Attach a memorandum indicating the rationale for requesting a full waiver of search for this position. Note especially if this is a Target of Opportunity hire or other relevant information related to achieving affirmative action/equity goals within your department or unit. Note all relevant recruitment processes that were undertaken prior to selection of this candidate.

Name of Candidate being recommended _____

Chair/Director Date

Dean/Division Head Date

Vice President Date

President/HRS/Affirmative Action Date
Search Waiver granted: Yes _____ No _____

Instructions for "Request for Waiver of External Search Form"

Instructions for completion of the above-mentioned form are the following:

- 1) The "Request for Waiver of External Search Form" must be entirely completed, with the required signatures and appropriate attachments before it will be considered. The department will forward the form and attachments to the College/Division Affirmative Action Representative. The College/Division Affirmative Action Representative will review the request and, if approved, will forward to the Divisional Affirmative Action Representative. The Divisional Affirmative Action Representative will review the request and, if approved, forward it to HRS/Affirmative Action and Diversity Resources for final approval and processing.
- 2) A completed and approved "Position Request Form" must accompany the "Request for Waiver of External Search Form".
- 3) The "Request for Waiver of External Search Form" must also include a memo of justification explaining why the external search should be waived. The memo must answer the following questions:
 - a. For what position is the waiver of search being requested?
 - b. What alternative is being requested in lieu of an external search?
 - c. Why this alternative is being suggested instead of an external search?
 - d. If there is a specific candidate being recommended for hire in lieu of conducting a search, what are the candidate's credentials, and why is the specific candidate being recommended? Were there any other interested and/or qualified internal candidates for the position? If yes, indicate other interested candidates, their credentials, and provide rationale for not selecting those candidates or why they should not be considered.
 - e. If a one-year temporary appointment is being requested, indicate an approximate beginning date when the search process for a regular continuing appointment will begin. Also, indicate all relevant recruitment processes, if any, that were undertaken before selection of the candidate being recommended. If an emergency hire, indicate reasons for an emergency hire.
 - f. If a complete waiver of search process is being requested for a regular continuing appointment, be specific as to the rationale for recommending regular appointment status and indicate all relevant recruitment processes that were undertaken prior to selection of the candidate being recommended, or the rationale for an internal promotion.

NOTE:

If a campus search only is approved, an external search may still be considered following review of candidates derived from an internal search.

A promotion/reassignment must include all documentation required in accordance with University Position Administration procedures.

3/02 (This form supercedes previous forms)