



NORTHERN ILLINOIS UNIVERSITY

Affirmative Action, Equal Opportunity and Education

Academic Diversity, Equity and Inclusion

Search Waiver Request Form

A Search Waiver may be requested for new or vacant openings for Faculty and Supportive Professional Staff positions through the NIU Employment Portal. Departments may request a Search Waiver in situations where a full search is deemed unnecessary, inefficient, or time/cost prohibitive. Faculty and Supportive Professional Staff (SPS) positions are generally filled by means of a full competitive regional/national external search (external search). For administrative and academic appointments consult the Bylaws of Northern Illinois University, Article 19. For the most current regulations for hiring foreign nationals, please contact [Human Resource Services \(HRS\)](#) and the [International Student and Faculty Office \(ISFO\)](#).

Northern Illinois University (NIU) is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, physical and mental disability, marital status, veteran status, sexual orientation, gender identity, gender expression, political affiliation, or any other factor unrelated to professional qualifications. The university is committed to providing equal opportunity in employment through inclusive, non-discriminatory open recruitment and hiring practices. All university departments and units are expected to maintain compliance with all applicable federal and state statutes, regulations and orders pertaining to nondiscrimination, equal opportunity and affirmative action. **This process should not be used to circumvent University affirmative action/equal employment policies, procedures, and goals but rather to further them and other institutional priorities.**

For more information regarding the Search Waiver process, please contact [Affirmative Action, Equal Opportunity and Education \(AAEOE\)](#) at affirmativeaction@niu.edu or 815-753-0951 for questions and/or assistance with completing this form.

SELECTION OF THE TYPE OF SEARCH WAIVER AND JUSTIFICATION

Review the three types of search waivers (Internal, Modified, and Waiver of a Full Regional/National External Search) and then select the **one** that applies to your request.

For all requests, describe in the boxes below each type of waiver why a waiver of search is being requested. Also, describe how the position vacancy will be advertised as well as all recruitment process related to equal opportunity and affirmative action principles. **Please note:** When requesting a Waiver of Full Regional/National External Search appointing an individual for the position, also include in the memo (a) the circumstances related to the appointment; (b) the rationale for selecting the applicant; (c) the applicant's qualifications and experience as they relate to the position; and (d) all the recruitment processes undertaken, which should include, if applicable, the names and position titles of other interested applicants, their credentials, and a rationale for non-selection/consideration (if applicable) of the other applicants. **Missing information and the summary/justification supporting the request will delay the approval process.**

- INTERNAL SEARCH** may be undertaken when a diverse and qualified applicant pool can be derived from the organization's current workforce. In this situation, a full external search is determined to be unnecessary or is delayed pending a review of any internal applicants. All processes associated with an external search typically apply with the exception of how the position is advertised. The justification should describe (1) the reason for the request; (2) why an external search would not be feasible (**Note: explanation stating that the position has always been internal is not acceptable**); (3) the recruitment process to be used to attract a qualified diverse applicant pool. Please indicate all practices and efforts regarding affirmative action, and equal employment opportunity. Note: *Position qualifications/requirements and/or all announcements must clearly indicate that it is an Internal Search.*

- MODIFIED AND/OR EXPEDITED SEARCH** may be undertaken when the department seeks to modify all or parts of the processes typically associated with an external search. Examples that may justify a modified and/or expedited search include requests to significantly shorten the recruitment process, and/or to conduct all recruitment processes during conferences and/or related networking activities.

- WAIVER OF A FULL REGIONAL/NATIONAL SEARCH** involves a request to waive the **entire** search process and appoint an individual who meets all of the qualifications and criteria to the position. In such cases, a full search is deemed unnecessary and/or inefficient. **For this type of request, review the reasons listed below and select the one that applies to your request.** Note: *A resume/curriculum vitae of the proposed individual must be uploaded to the request in Position Management.*
 - Acting or Interim Appointment** involves the appointment of an individual to temporarily fill a position while a search to fill the position permanently is being conducted. Use the title "Acting" when, at the time of the request, the appointee has indicated that they may apply for the permanent position. Use of the title "Interim" when the appointee has indicated that they do not wish to apply for the permanent position when a search is conducted. Please note that the use of a particular title does not prevent an interim from applying for a permanent position or an acting from declining to apply for a permanent position. Interim appointments are generally for one year.

Visiting Assistant Professor or Instructor involves the appointment of an individual to replace a specific regular faculty member who is on leave or temporarily unable to teach or when a scholar with special expertise is brought to campus for a specific period of time to make that expertise available to NIU students. Visiting appointments are always "temporary" and may be for no more than one year at a time. Consecutive full-time visiting appointments may not total more than five years. Part-time appointments ordinarily will not exceed 75 percent. The positions held by visiting faculty are exempt from Civil Service under section 36e4. In such cases a search to fill the position will not be conducted in the future. This title is available for the employment of temporary instructional faculty. Ordinarily, individuals carrying this title will possess an appropriate baccalaureate or master's degree but will not have completed the doctorate. Board of Trustees regulations recognize three professorial ranks--assistant professor, associate professor and professor. Individuals who meet Board and departmental criteria for appointment at one of these ranks may be appointed to a non-tenure-track position in any of these ranks in a "visiting" capacity.

Critical Hires' "Team" Requirement involves the appointment of "team" members of an employee (critical hire) who has recently been hired through a competitive full national/regional search (or in some cases an expedited search). This option is typically for positions deemed critical to the overall advancement of the university by the Provost or divisional Vice President. The "team" members are deemed essential to advancing research or other work of the critical hire.

Describe how the team `members' experience advances the work of the critical hire:

Target Opportunity Hire serves as a recruitment tool to expeditiously hire mission-critical faculty and staff who can advance the mission and vision of the university and would otherwise be beyond reach or unavailable. The Target of Opportunity option may be used for all types of search requests. Affirmative Action goals and equity may also be achieved by recruiting a broadly diverse faculty and staff who, regardless of the applicant's race or gender, have demonstrated an outstanding record of conduct of inclusion, equity, and/or diversity in the workplace. Examples include applicants with a proven record of including a broad diversity of people in research, teaching, artistry, etc.; breaking down barriers for students and/or colleagues; working, teaching, or learning with others who are

different-than-self in key ways; and/or providing opportunities for students and/or colleagues to gain experience working in a multi-cultural, intellectually diverse, and multi-perspective setting.

The justification must include how the applicant will advance the mission, vision, and/or achieve affirmative action goals of the university, department, school, and/or unit.

Dual Career Family, Spouse, Civil Union Partner, or Domestic Partner Hire involves appointment of a spouse or partner of an applicant who has been offered a position with the university. This option is utilized to enhance recruitment, hiring, and retention efforts and is part of the contractual agreement of the new employee. The department should not assume it will be able to maintain the position if the spouse/domestic partner hire is not approved. Dual career hires must meet position qualification requirements and position funding must be available.

Describe how the spouse/partner advances the recruitment/retention efforts of the initial hire, position funding available for hiring the spouse/partner, and how the spouse/partner meets the qualifications of the position:

Extraordinary Professional Distinction involves appointment of an individual with unique professional distinction, demonstrated outstanding achievements, and significant contributions in the applicant's field.

Describe the applicant's unique professional distinction, outstanding achievements, and significant contributions in the applicant's field will benefit the university:

Grant Award/Contract Requirement involves appointment of an individual(s) specifically named in a grant award or contract. This waiver is appropriate for senior and key personnel and scientific staff funded by grant awards.

Include information about the grant award or contract, including the title, principal investigator(s), sponsor, sponsored project number (if available), etc.; and any unique responsibilities justifying the request:

Internal Reassignment involves a lateral move or transfer of an internal applicant to a related position with similar level of responsibility within the same or across organizational unit(s). In such cases, the internal applicant may have been identified through the [University's Affirmation Procedures](#) (or similar review process) and recommended by the hiring supervisor. All individuals in the same rank/status should be notified of the reassignment opportunity and should be evaluated for recommendation.

Internal Promotion involves a set of pre-established or obvious lines of progression for a particular position or group of positions. In such cases, a potential successor to a new or vacant position may have been identified through the [university's Affirmation Procedures](#) (or similar review process) and recommended by the hiring supervisor. All individuals in the same rank/status should be notified of the internal promotion opportunity and should be evaluated for recommendation.

Time, Financial, and Other Significant Constraint involves situations in which the hiring official had insufficient notice (less than 60 days) to fill a vacant time-critical position. Examples may include a vacancy due to an unsuccessful/failed search, an emergency hire due to an employee termination/separation from the institution, or other significant constraints.

Other: Please describe and include necessary justification below: