



REQUEST FOR SEARCH WAIVER
OR
RECOMMENDATION FOR APPOINTMENT NOT SUBJECT TO A SEARCH REQUIREMENT

Candidate: _____ Start Date: _____
Position Number: _____ New Position: _____ YES _____ NO
Title: _____
Department: _____

IT IS THE OBJECTIVE OF THE NEVADA SYSTEM OF HIGHER EDUCATION TO CONDUCT INTERNAL OR EXTERNAL SEARCHES FOR ALL FULL-TIME AND PART-TIME PROFESSIONAL POSITIONS WITH BENEFITS -- EXCEPT RESIDENT PHYSICIANS AND DENTISTS, POST-DOCTORAL SCHOLARS, TEMPORARY OR SPECIFIED TERM APPOINTMENTS OF ONE YEAR'S DURATION OR LESS, AND CERTAIN PROMOTIONS & TRANSFERS. THE FINAL APPOINTING AUTHORITY, WITH THE APPROVAL OF THE UNLV EEO/AA OFFICER, MAY WAIVE A SEARCH IN THE BEST OF INTEREST OF THE INSTITUTION. SEARCH WAIVERS ARE REPORTED TO THE BOARD OF REGENTS PURSUANT TO TITLE 4, CHAPTER 8, §6.2 OF THE BOARD OF REGENTS' HANDBOOK.

REQUEST FOR SEARCH WAIVER (REPORTED TO THE BOARD OF REGENTS):

- To obtain special skills. A search waiver may be approved 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 and competitive search.
Reinstatement. An employee may be reinstated to employment without a search, if the employee separated from UNLV within the past 12 calendar months and is returning to the same or substantially similar role within the same department or division, with no material increase in salary.

RECOMMENDATION NOT SUBJECT TO A SEARCH REQUIREMENT (NOT REPORTED TO BOR):

- To prevent a critical work stoppage. A specified term appointment up to one-year (not subject to renewal) may be approved 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. [The department is committed to conducting an open and competitive search during the specified term appointment period.]
Internal Promotion. An internal promotion may be approved without a public search to promote an individual within the unit, department, or division where such individual serves as a next in line subordinate of the vacant position and for which no similarly situated individuals exist. [Organizational chart must be attached.]
Reassignment or Lateral Transfer. A reassignment or lateral transfer may be approved without a search to reassign an individual within a unit, department, or division (or among divisions with the joint concurrence of division vice presidents) to perform a new role (whether time-limited or continuing in nature and whether position or employee transfers) in order to achieve operational objectives – particularly in the instance of a nine-month faculty member being appointed to a 12-month academic or administrative role.
Post-Doctoral Scholar or Resident Physician and Dentist.

ATTACH THE FOLLOWING DOCUMENTATION AND ROUTE FOR NECESSARY APPROVALS, IN SEQUENCE:

- 1. A written recommendation from the Hiring Official, including the resume or curriculum vitae of the person you seek to hire without a search, and preemployment certification.
2. In the case of new professional positions, a copy of the Position Description Questionnaire.
3. If more than one department is involved, a statement showing agreement to the proposed hire.
4. In the case of academic faculty, results of faculty vote, if required by Departmental Bylaws.

Table with 2 columns and 2 rows for approvals: Department Chair/Director Recommendation, HR or EEO/AA Approval, Dean/AVP Recommendation, Appointing Authority Approval.