

ACADEMIC AFFAIRS  
OFFICE OF THE PROVOST  
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Revised February 2023

### Guidelines for Waived Recruitment of Academic Personnel (AMP & SP)

All Academic Affairs vacancies must be submitted to Human Resources for posting on the FAU Job Listing website. In accordance with FAU Personnel Policy 7.5, Section 02.A.2.1/P <<TJ 0cnr pm (n R)-3 (n)

- d. Partner Accommodation – a recruitment waiver may be requested in cases of a position to be filled by a partner hire and the appointment is in the best interest of the University. The job description for the position to be filled and documentation of the candidate qualifications must be submitted together with a justification for the request and a copy of the partner offer letter.
3. All candidates must meet the minimum qualifications of the position for which the waiver is being requested.
4. The completed form with all supporting documentation should be mailed to the Provost's Office for review and approval.
5. Once approved by the Provost or Provost's designee, copy of the approved request form will be provided to the College/Department for submission to Human Resources.

Office of the Provost  
Request for Recruitment Waiver  
Academic Personnel (AMP/SP)

Candidate's Name: \_\_\_\_\_

Position # & Title: \_\_\_\_\_

College/Unit: \_\_\_\_\_

Department: \_\_\_\_\_

Select the reason for the request and attach the supporting documentation as indicated.

Check One:	Reason
<input type="checkbox"/>	a. Current Employee - the unique qualifications of a current employee would make a search counterproductive. The job description and qualifications of the candidate must be attached.
<input type="checkbox"/>	b. Recent External Applicant - the unique qualifications of a recent external applicant for a similar position would make a search counterproductive. The job description for the current position, the requisition number and job description for position the candidate originally applied for, and documentation of the candidate's qualifications must be attached.
<input type="checkbox"/>	c. External Candidate - the unique qualifications of an external candidate would make a search