

**Smith College
Office of Institutional Diversity**

Request for Search Waiver

To be completed by requesting department

Department: _____ Title: _____

Applicant Name: _____
Last First M.I.

Position Control number _____ Grade _____ FTE: _____

Part Time Full Time Regular Limited-Term

New Position Replacement Hourly Exempt

Start Date: _____ If Limited-term position Start /End Dates: _____

Requestor: _____ Ext: _____

Justification for Search Waiver:

1. Please briefly describe reason for request
2. Please describe how the candidate was identified for this position.
3. Attach job description.

Supervisor/Department Head Signature

Date

To be completed by Institutional Diversity

Search Waiver ACCEPTED

DECLINED

Institutional Diversity Signature

Date

Search Waiver Request Procedures
Office of Institutional Diversity
January 2009

The college search processes have been designed to support our commitment to affirmative action and encourage excellence through diversity. As a federal contractor, the college is obligated to recruit a diverse pool of candidates with the aim to improve imbalances in areas where women and minorities are underrepresented. Only the director of institutional diversity or her/his designee may grant a search waiver. Each search waiver request will be considered individually on its own merits, and no waiver requests will be granted as a matter of routine. Waiver requests will be considered applying any of the following guidelines and principles:

The department chair or senior manager must present a reasonable justification for waiving the usual search process. Some examples include opportunities to hire a renowned scholar or researcher; opportunities to hire an individual with unique or specialized expertise; vacancies that occur due to exigent or unforeseen circumstances that need to be filled immediately; departments where there is underutilization and the proposed hire will be in furtherance of the college's affirmative action and diversity goals; or reorganization within a department or unit.

Exigent circumstances – Vacancies that arise due to unforeseen circumstances that need to be filled immediately.

1. A department chair or senior manager must demonstrate that the immediate needs of the department cannot be met by shifting the position's responsibilities for the short-term and/or utilizing an agency for temporary assistance until a full search can be conducted.
 2. If the search waiver request is seeking to hire for a limited-term position, under no circumstances will the term of the waiver be extended. At the end of the time frame, a full-search must be conducted.
- **Specialized expertise** – Positions that require a unique or specialized skill set and specific expertise.
 1. The department chair or senior manager must demonstrate that the individual with the specialized skills set has been identified and an open search is not expected to identify other candidates with stronger qualifications.

Documentation of any waivers granted in an affirmative action plan year will be maintained by the Office of Institutional Diversity.