ASU | College of Liberal Arts and Sciences
Arizona State University

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WAIVER OF RECRUITMENT

Department: **Dept Code:**   **Mail code:**

Waiver for: (include CV/resume) **Supervisor:**

Rank/Title: (see ACD505-02 or ACD505-03 for allowable titles/ranks)

Appointment period: to   (full AY: August 16 to May 15; full FY: July 1 to Jun30)

FTE%	Requested salary	Acct #	Funding Source	Position #

Type of Hire	Classification	FTE Impact
Regular	Faculty (see ACD505-02)	Is this a new line to your unit or a backfill?
Non-track or Non-continuing (NT/NC)	Tenured	New line to the unit
Variable (<90 days, PRN, or semester only)	Tenure-track	Backfill (replacement can be different title)
	Not on track (year to year)	
Term of Hire	Academic Professional (see ACD505-03)	If backfill, who is being replaced?
Academic Year	Not on track (year to year)	
Fiscal Year	On track	
Summer	Continuing status	(First/Last Name)
Semester	Postdoctoral Research Scholar	
	Not on track (year to year)	(Title)
	Staff	
	At will	

1. Provide a brief justification for hiring this individual and the reason for requesting a waiver of recruitment.

2. Briefly describe the scope of work to be performed by the individual.

3. Describe how the individual meets the minimum qualifications for the position.

 #   Approvals

Unit Contact name:	Chair/Director signature:	Dean's Office only Dean signature:	Provost's Office only Vice Provost signature:
Extension:			
Date:			
Chair/Director name:			

After unit signature, send to dean's office for approval. Copies should be maintained in the hiring department pursuant to the ASU recordkeeping policy.   10/2018