

MEMORANDUM

DATE:

TO: Dr. Ted Williams, Associate Vice President

FROM:

SUBJECT: Request for Waiver Advertisement as Identified in the Recruitment and Selection Guidelines

- 1) **Purpose of waiver, name of candidate, current position (if applicable) and length of time in current position.**
- 2) **Reason for waiver request**
 - a. Time constraints
 - b. Budgetary constraints
 - c. Facilitation of the University mission
 - d. Appointment of a candidate who has skills, abilities, knowledge and experiences that will facilitate the achievement of USF's diversity, affirmative action, or equity accountability goals.

(Your statement must respond to one or more of the above reasons listed in #2 as referenced in the Recruitment and Selection Guidelines. If a waiver of advertising is sought for a regular, continuing appointment, very persuasive arguments must be made as to why such an appointment without a search would be in the best interests of the University. Such requests will be held to a very high standard of review with respect to the Guidelines, Section III. B.6.)

- 3) For USPS and A&P, prior to submitting a Waiver of Advertisement, please ensure that Human Resources approved the qualifications of your candidate. **(attach a copy of the EAP/AAP for your vice president area). And a statement identifying how the candidate meets stated qualifications.**
- 4) **And, any other information that may support your request.**