

Search Waiver Request Form and Guidelines

To advance the diversity and inclusion goals of the College, staff positions are generally filled by a full competitive search (i.e., external and internal), which requires (a) posting position for a minimum of five (5) days; (b) a good faith effort to obtain a diverse applicant pool; and (c) ultimately obtain a qualified candidate pool. The following are circumstances that may warrant a waiver of the normal search procedures.

Departments may submit a Search Waiver Request Form in situations where a full competitive search is deemed unnecessary, inefficient, or time/cost prohibitive. All sections of this form must be fully completed, including all applicable attachments and signatures for the request to be considered. Please contact human resources for questions and/or assistance with completing this form.

Lewis & Clark College is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, physical and mental disability, marital status, veteran status, sexual orientation, gender identity, gender expression, political affiliation, or any other factor unrelated to professional qualifications. The College is committed to providing equal opportunity in employment through inclusive, non-discriminatory open recruitment and hiring practices. All College departments and units are expected to maintain compliance with all applicable federal and state statutes, regulations and orders pertaining to nondiscrimination, equal opportunity and affirmative action. **This process should not be used to circumvent College affirmative action/equal employment policies, procedures, and goals but rather to further them and other institutional priorities.**

I. DEPARTMENT INFORMATION

College/Division: _____

Department/School/Unit: _____

Contact Name: _____

Phone: _____

II. POSITION INFORMATION

Position Title: _____

Position Number: _____

Applicant Name: _____

Classification: Non-Union Staff Union Staff

Type of Contract Employment: Full-time Part-Time

FTE: _____

Type of Appointment: Regular Temporary

Employment Contract Period: Mo/Yr: Mo/Yr:

Proposed pay rate: _____

Budget Code: _____

III. TYPE OF SEARCH WAIVER BEING REQUESTED - Select One

Internal Only Search

An Internal only search may be undertaken when a diverse and qualified applicant pool can be derived from the College's current workforce. In this situation, a full external search is deemed to be unnecessary or is delayed pending a review of internal applicants. All processes associated with an external search typically apply with exception of how the position is advertised (i.e., the position would only be posted on the internal job board). Upon approval of the waiver request, human resources will contact the hiring department to initiate the search process. Position qualifications/requirements and/or all announcements must clearly indicate that it is an Internal Only Search.

Modified and/or Expedited Search

A Modified and/or Expedited Search may be undertaken when the department seeks to modify all or parts of the processes typically associated with a search. Examples that may justify a modified and/or expedited search include requests to significantly shorten the recruitment process, and/or to conduct all recruitment processes during conferences and/or related networking activities.

Waiver of Full External & Internal Search (i.e., appointing an individual for the position)

A Waiver of a Full External & Internal Search involves a request to waive the entire search process and appoint an individual who meets all of the qualifications and criteria to the position. In such cases, a full search is deemed unnecessary and/or inefficient. **For this type of request, review the reasons listed below and select ALL that apply to your request; more than one reason may be selected:**

Grant Award/Contract Requirement involves appointment of an individual(s) specifically named in a grant award or contract. The justification must include (a) information about the grant award or contract, including the title, principal investigator(s), sponsor, sponsored project number (if available), etc.; and (b) any unique responsibilities justifying the request.

Internal Promotion involves a set of pre-established or obvious lines of progression for a particular position or group of positions. In such cases, a potential successor to a new or vacant position may have been identified through the review process and recommended by the hiring supervisor. All individuals in the same rank/status should be notified across campus of the internal promotion opportunity and should be evaluated for recommendation.

Target Opportunity Hire serves as a recruitment tool to expeditiously hire mission-critical staff who can advance the mission and vision of the College and would otherwise be beyond reach or unavailable. The Target of Opportunity option may be used for all types of search requests. Affirmative Action goals and equity may also be achieved by recruiting a broadly diverse staff who, regardless of the applicant's race or gender, have demonstrated an outstanding record of conduct of inclusion, equity, and/or diversity in the workplace. Examples include applicants with a proven record of including a broad diversity of people in breaking down barriers for students and/or colleagues; working, teaching, or learning with others who are different-than-self in key ways; and/or providing opportunities for students and/or colleagues to gain experience working in a multi-cultural, intellectually diverse, and multi-perspective setting. **The justification must include how the applicant will advance the mission, vision, and/or achieve affirmative action goals of the College, department, school, and/or unit.**

Other: Please describe and include necessary justification.

IV. REQUIRED ATTACHMENTS - The following are required for **all types of waivers**.

Current position description

Justification Memorandum - For all requests, attach a memorandum explaining why a waiver of the full competitive search is requested. The memorandum must include a summary/justification, which aligns with College's equity and inclusion goals.

Applicant's CV/Resume and Three References

V. ADDITIONAL ATTACHMENTS - Include the additional attachments listed below, depending on the type of search waiver being requested.

Internal Only Search:

Position announcement

List of search committee members

Modified and/or Expedited Search:

Explanation of how the search be will modified and/or expedited

Waiver of Full External and Internal Search:

Additional information to be included in the Justification Memorandum: circumstances related to the appointment; rationale for selecting the applicant; applicant's qualifications and experience as they relate to the position; names and position titles of

other interested applicants (if known), their credentials, and a rationale for non-selection/consideration (if applicable) of the other applicants

Missing information including the summary/justification supporting the request will delay the approval process.

VI. SIGNATURES – Please obtain signatures prior to commencement of the search process and/or offer (verbal or written) of the appointment. In situations where the request is not granted, AVP/CHRO will provide both verbal and written correspondence describing why the waiver was not approved.

Dean of Equity & Inclusion Signature	Print Name	Date
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LCCSSA President (only required for LCCSSA positions)	Print Name	Date
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AVP and Chief Human Resource Officer	Print Name	Date
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After the Search Waiver has been fully approved and all required signatures received, you will also need to submit a [PAF](#) to hr@lclark.edu in order to process the hire or promotion.