

WAIVER REQUEST -- NTT, REGULAR ACTIVE STATUS APPOINTMENT – FORM A

OFFICE OF FACULTY RECRUITMENT & PERSONNEL RELATIONS (FR&PR)

(See *Guidelines for Completing Recruitment Forms*)

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COLLEGE/SCHOOL: _____

DEPARTMENT/PROGRAM: _____

I. POSITION INFORMATION

RANK & TITLE: _____ ADMINISTRATIVE TITLE: _____

FIELD/SPECIALTY: _____

NEW POSITION

EXISTING POSITION

IF THIS IS AN EXISTING POSITION, PLEASE PROVIDE THE FOLLOWING INFORMATION:

INCUMBENT'S NAME	SEX	RACE

REASON FOR LEAVING:

IF THE DEPARTMENT SEARCHED FOR THIS POSITION DURING THE PAST ACADEMIC/FISCAL YEAR, AND THE SEARCH WAS CLOSED WITHOUT HIRE, PLEASE EXPLAIN THE CIRCUMSTANCES AND INCLUDE THE PTN (See the approved *Recruitment Plan*):

TIME-LIMITED APPOINTMENT

APPOINTMENT PERIOD: _____

RENEWABLE APPOINTMENT

INITIAL APPOINTMENT PERIOD: _____

PROPOSED START DATE: / /

RECOMMENDED SALARY RANGE: _____

II. POSITION DESCRIPTION

PLEASE SUMMARIZE THE ROLE AND RESPONSIBILITIES FOR THIS POSITION AND ATTACH AN APPROVED POSITION DESCRIPTION. (Use a continuation sheet if necessary.)

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VI. EVALUATION AND SELECTION

LIST THE INDIVIDUALS/DEPARTMENTS/FACULTY COMMITTEES PARTICIPATING IN THE EVALUATION AND SELECTION PROCESS. (Use a continuation sheet if necessary.)

NAME/COMMITTEE	RANK/TITLE	SCHOOL	DEPT

VII. AUTHORIZED APPROVALS

CHAIR/DIRECTOR: _____ DATE: _____

MFA INC. HUMAN RESOURCES: _____ DATE: _____

DEAN: _____ DATE: _____

FR&PR: _____ DATE: _____

TRACKING NUMBER: _____

(Assigned by FR&PR. Please use this number on all correspondence pertaining to this position.)