

## Waiver of recruitment

### Policy

#### Procedure

In general, a full and open affirmative action search must be conducted in all hiring at SUNY at Geneseo. However, there may be exceptions. The intent of Geneseo's Recruitment Waiver procedure is to ensure that the recruitment will be waived only in special circumstance. A recruitment waiver is an exception and is to be used very sparingly. A recruitment waiver will only be granted with sufficient justification and must meet the requirements set forth in this policy. The procedure does not abrogate the responsibility of the hiring department to comply with the personnel policy. A request for waiver approval must be initiated in writing by the appropriate department head or designee for consideration by the Director of Affirmative Action and accompanied by the following information using the Liquid Office form:

1. The reasons for the request (explanation of the exceptional circumstances that is believed to justify the request.)
  - a. name and current position of the person for whom the waiver is requested
  - b. the position, rank, and line number to which the hiring unit wishes to appoint the person
  - c. the proposed salary
  - d. an explanation of the exceptional circumstances that is believed to justify the request.
2. An approval of the waiver by the Provost or the appropriate Vice President
3. A job description
4. Resume of the candidate and employment application completed by the candidate, whom the department wishes to hire
5. Where applicable and possible, listing of the qualified , diverse candidate pool

The information shall be sent to the attention of the Director of Affirmative Action after the Provost or the appropriate VP has signed it. After the analysis is completed, the request will be either approved or denied. If it is denied, the department may appeal the decision to the President. Only the President is empowered to waive the affirmative action search. The President informs the requesting officer, the Panel, and the Office of Affirmative Action of the final decision.

If the request is approved, the following documents must be submitted to the Human Resources department prior to the appointment:

1. Geneseo Employment Recommendation (GER) Form
2. The proposed offer letter

#### Recruitment Waiver criteria

1. The recruitment has an urgency that does not allow a regular search to be conducted
2. Qualified Diverse Candidate pool – Within the past 6 months, the department conducted a full search that yielded a diverse candidate pool and the department wishes to select a candidate from the original pool for the opening in the same job title.
3. Business necessity – Conducting a full recruitment would have a seriously negative impact on the operation of the department or would violate a contractual obligation of the college.
4. Prior open recruitment – The incumbent applied for a position in the pool, as stated above.

**SUNY College at Geneseo: Recruitment Waiver Request**

Date: \_\_\_\_\_

Department : \_\_\_\_\_

Name of Person requesting waiver: \_\_\_\_\_

Contact information: \_\_\_\_\_

**Present Status**

Title and Grade: \_\_\_\_\_

Appointment Type: \_\_\_\_\_

Was there a recent search? \_\_\_\_\_ Yes \_\_\_\_\_ No If so, when? \_\_\_\_\_

Is the proposed person selected from the recent search pool? \_\_\_\_\_

**Proposed Status**

Name of Person: \_\_\_\_\_

Title \_\_\_\_\_ Grade: \_\_\_\_\_ Salary: \_\_\_\_\_

Salary payment schedule: Calendar year: \_\_\_\_\_ Academic year: \_\_\_\_\_ Other: \_\_\_\_\_

Appointment Type: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Justification:  See Attached  
\_\_\_\_\_Basis for Waiver  Emergency Staffing  To Achieve Hiring Goals  See Attached  
 Other \_\_\_\_\_  
\_\_\_\_\_Additional Justification or Information Attached  Yes  No

Attachment:

- Job description that includes the essential functions for the position, the preferred and required qualification
- Resume of candidate

If the candidate for the search waiver is not a US citizen, the department should consult with the Director of Affirmative Action.

Requested By: \_\_\_\_\_ Signature/Print Name \_\_\_\_\_ Date \_\_\_\_\_

Supervisor: \_\_\_\_\_ Signature/Print Name \_\_\_\_\_ Date \_\_\_\_\_

Determination of the Director of Affirmative Action:  Approved  Disapproved  See Attached  
\_\_\_\_\_

By: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Presidential Review (If Disapproved by Director of Affirmative Action):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

President: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

