

Request for Exception to Recruitment Policy

In order to preserve the integrity of the EOU Recruitment Policy and ensure the University meets its legal obligations, all employees are required to maintain employment practices and procedures that comply with University policy. The EOU Recruitment Policy outlines the provisions for when an exception to required formal recruiting is permitted. This *Request for Exception* form must be completed and approved signatures secured before a hiring decision may be made or offer of employment extended.

Vacant position _____ Today's Date _____

Name of departing employee _____

Name of interim employee _____

A request for an exception to the recruitment process for the above listed vacant position is made for the following reason (check one):

- The position is funded by a grant or contract, and the individual to be appointed is specifically named in the grant or contract or hired by a grantor board.
- The vacancy qualifies as an emergency because a search has failed and there is inadequate time to recruit and fill the position prior to the beginning of classes.
- The vacancy qualifies as an emergency because the incumbent did not give notice of termination timely enough to recruit and fill the position prior to the beginning of classes.
- The vacancy qualifies as an emergency because the position duties directly impact recruitment and retention of students and there is inadequate time to recruit and fill the position.
- A direct appointment will be made that meets with Affirmative Action goals or other appropriate criteria, or for classified staff that meets the criteria for noncompetitive selection as outlined in the SEIU Collective Bargaining Agreement. (Presidential approval required)
- The duties of the position have changed and the position has been audited by Human Resources. There are additional, higher level duties that have been added to the position and the FTE or contract length may have been modified. However, the nature of the position has not changed, nor has the status of benefits eligibility.
- The position is an interim/acting appointment for which a recruitment is in progress or will be initiated by the end of the fiscal year.
- The department is in the process of re-structuring due to budget/enrollment issues and if the position is retained, a recruitment will be initiated by the end of the fiscal year.

Vice President/Provost
(Required for all Exception appointments)

Supervisor/Dean
(For Direct appointments only)

EEO Officer/Director of Human Resources
(Required for all Exception appointments)

President
(For Direct appointments only)