

Appendix B

**UNC Pembroke
Office of Human Resources
Waiver of Recruitment**

Although UNC Pembroke engages in a competitive hiring process for most positions, waivers of the posting requirement are granted when in the best interest of the university. The Assistant Vice Chancellor of Human Resources and Affirmative Action Officer must approve all requests to waive the standard recruitment and posting requirements. With prior approval by the Chancellor and the Chair of the UNC Pembroke Board of Trustees, a waiver of recruitment may be allowed when one of the following conditions applies:

1. For continuation of essential University business. To acquire the services of an individual critical to institutional needs when operating requirements are immediate and a public search would result in undue delay or disruption.
2. To obtain special skills. To acquire the services of an individual whose academic, research, or professional qualifications are responsive to an expressed need of the institution and are so noted in their discipline as to provide a reasonable presumption that the individual would be one of the top candidates in an open search.
3. Outstanding diversity candidate. A hiring department may have the opportunity to recruit a highly qualified under-represented candidate for a position whose appointment would assist in rectifying current underutilization of available pools.
4. Other compelling circumstances. The Chancellor, with prior approval by the UNC Pembroke Board of Trustees, may waive recruitment for any position defined in UNC Policy 300.1.1 Section I.A as Tier I Senior Academic and Administrative Officers. The Chancellor may authorize a waiver for any position defined in UNC Policy 300.1.1 Section I.B Tier II Senior Academic and Administrative Officers, or any position defined in Policy 300.2.1 Instructional, Research, or Public Service as deemed to be in the institution's best interest.

Name of Direct Appointee:	
Position/Title:	
Proposed Effective Date:	

Business Justification (attach resume or CV)

Requestor: _____ Date: _____

Approved by: _____ Date: _____
Provost/VC/Dean

Approved by: _____ Date: _____
Chancellor

Approved by: _____ Date: _____
AVC for HR/Affirmative Action Officer