

# OFFICE OF THE ASSOCIATE PROVOST FOR ACADEMIC ADMINISTRATION

## CHECKLIST FOR APPROVING A SEARCH WAIVER REQUEST

Administrative/Professional Positions		Researcher/Scientist Positions	
	Request from proper administrative unit		Request from proper administrative unit
	If Security-Sensitive, is <u>SIGNED</u> Authorization for Release of Information Form attached?		If Security-Sensitive, is <u>SIGNED</u> Authorization for Release of Information Form attached?
	Approved PAPE Attached?		Approved Researcher Classification Worksheet attached? If Scientist, meets PAPE requirements?
	Copy of vita Attached?		Copy of vita Attached?
	Vita demonstrates that applicant meets minimum requirements listed on PAPE?		Vita demonstrates that applicant meets minimum requirements listed on Researcher Classification Worksheet? (Not for Scientist titles)
	Salary in SWR at or below midpoint for salary range?		Salary listed at or above minimum required salary for title? (Res I - \$2,000; Res II - \$2,085; Res III - \$2,220)  (Asst Sci - \$2,113; Assoc Sci - \$2186; Sr. Sci - \$2,833)
	If SWR is for a promotion, is the promotional title in the promotional line of applicant's current title?		If promotion, Approved Researcher Classification Worksheet attached? (Worksheet should show that this is either a new position or a reclassification of an existing position) (Not for Scientist Titles)
	If salary is above midpoint for the salary range, is a letter from Dir. of Human Resources approving the proposed salary level attached?		For applicant from foreign university w/exchange agreement w/SIUC ( <u>Check list of linkage agreements in hiring manual – call Int'l. Prog. if questions</u> )
	If "Reason for Search Waiver Request" is "Grant Specifies Researcher," copy of cover page or budget page showing that the person is specified in the grant		If "Reason for Search Waiver Request" is "Grant Specifies Researcher," copy of cover page or budget page showing that the person is specified in the grant
	Is date of position description on file no older than 3 yrs?		Position description included?
	Is the effective date of hire later than HR approval of the position and establishment of a salary range?		
Faculty Positions / (or Coaches)		Reason for Search Waiver Request	
	Request from proper administrative unit		Emergency - sickness, death, sudden resignation
	If Security-Sensitive, is <u>SIGNED</u> Authorization for Release of Information Form attached?		Promotion ( <u>check raise amount</u> )
	Copy of vita Attached?		Reappointment at new rate ( <u>check raise amount</u> )
	Vita demonstrates that applicant meets minimum requirements for faculty title listed on SWR?		Grant Specifies Researcher
	For Emeritus faculty, is title Visiting followed by their rank at retirement?		Temporary appointment while search is being conducted
	For Emeritus faculty, is salary presented as percentage of F/T salary upon retirement?		Emeritus faculty returning to perform specific duties (Need presidential approval if not for teaching or research)
	If Emeritus, have they been retired for 60 days?		
	If "Reason for Search Waiver Request" is "Grant Specifies Researcher," copy of cover page or budget page showing that the person is specified in the grant		Special Appointment meeting Affirmative Action Goal
	For non-tenurable position – MUST BE TERM (i.e., no continuing appt.) If State Funds, title only Lect or Instr. See Policy		Visiting Faculty of Known Distinction
	For applicant from foreign university w/exchange agreement w/SIUC ( <u>Check list of linkage agreements in hiring manual – call Int'l. Prog. if questions</u> )		Applicant's University has an exchange agreement w/SIUC
			0% Time; 0% Salary Appointment