



Request for Search Waiver or Recommendation for Appointment Not Subject to Search Waiver

Candidate: _____

Start Date: _____

Position Number: _____

New Position Number: Yes No

Title: _____

Department: _____

It is the objective of the Nevada System of Higher Education to conduct internal or external searches for a full-time professional positions with benefits, except resident physicians and dentists, postdoctoral scholars, temporary or specified appointments. A search waiver may be approved to acquire the services of an individual whose academic, research, or qualifications are responsive to an express need of the institution and are so noted in their discipline as to negate a presumption that a better qualified candidate would result from an open and competitive search.

An employee may be reinstated to employment without a search, if the employee separated from UNLV within the 12 months and is returning to the same or substantially similar role within the same department or division, with no change in salary.

NOT SUBJECT TO A SEARCH REQUIREMENT OR SEARCH NOTICE An individual within the unit, where such individual serves as a next in line subordinate of the vacant position and for which no similar position exist. [Organizational chart must be attached.]

(whether time

- Org. Chart (If required)
- A statement showing agreement to the proposed hire if more than one department is involved
- Results of faculty vote (Academic faculty only, if required by departmental bylaws)

1. Department Chair/Director recommendation _____ Date: _____

2. Dean/AVP Recommendation _____ Date: _____

3. Appointing authority _____ Date: _____

After above approvals have been obtained, complete [the EEO/AA Approval for Search Waiver Form](#)

If Presidential approval has been obtained, EEO/AA approval is not required. Please email hr@unlv.edu, along with applicable documents, to unlvHRRecruitment@unlv.edu