

SEARCH EXEMPTION REQUEST FORM
(For Teaching and A/P Faculty only)

DEPARTMENT:

DATE OF REQUEST:

NEW POSITION (Y/N)

IF EXISTING POSITION, PREVIOUS INCUMBENT:

POSITION/RANK:

TYPE (Administrative/Professional, Tenure Track, RTA, etc):

LENGTH OF APPOINTMENT/CONTRACT:

SALARY:

START DATE:

REQUIRED TERMINAL DEGREE(S):

AREA(S) OF EXPERTISE:

COURSES TO BE TAUGHT (if applicable):

SOURCE(S) OF FUNDING FOR POSITION:

Please attach the following:

- **POSITION DESCRIPTION (include all required qualifications)**
- **CV or RESUME OF PROPOSED CANDIDATE**
- **JUSTIFICATION LETTER (describe why this is a unique opportunity for an exceptional hire as explained in the search exemption policy)**

Department Chair/ Head : _____

Date: _____

Cabinet Member: _____

Date: _____

OHR/AAEEO _____

Date: _____

Provost: _____

Date: _____

President: _____

Date: _____