SUNY College of Technology at Canton  
Search Waiver Request

Name of Person: _____________________________________________________________

☐ Internal Candidate  ☐ External Candidate

In accordance with University policy, the College's Affirmative Action Committee must act on search waiver requests before any professional vacancy can be filled without a search.

Waivers may be granted, for example, to accommodate promotions, reorganize, respond to an emergency, or achieve affirmative action goals.

Search waiver requests should be directed to the Human Resources Office. Such requests must be submitted in writing not less than five working days in advance.

They should include a brief description of the duties, job qualifications, salary, appointment type, length of commitment, hiring date, justification and appropriate signatures and organizational approvals.

In considering such applications, the Committee will weigh the impact of the proposed transaction on the College's Affirmative Action status.

PLEASE PROVIDE A DETAILED JUSTIFICATION AND ATTACH TO THE SEARCH WAIVER PACKET. Justification should specifically address all pertinent information below as well as any other information justifying the waiver of the search.

Basis for Waiver
☐ Presidential Reorganization
☐ Emergency Staffing – Supervisor & HR agree staffing needed
☐ Internal Promotion/Reclassification
☐ Other – attach a detailed justification
☐ Achieve Affirmative Action Goals

It is the College's policy to take affirmative action to recruit, employ, and promote qualified members of protected groups (race, color, religion, national origin, age (40 and over), sex, familial status, disability, veteran status, sexual preference, transgender, and genetic information) and to find and correct any discriminatory policies, practices or conditions within the college community.

"Historically underrepresented" refers to groups who have been denied access and/or suffered past institutional discrimination in the United States and, according to the Census and other federal measures. It includes African Americans, Asian Americans, Pacific Islanders, Hispanics or Chicanos/Latinos, and Native Americans. Other groups in the United States are currently underrepresented within the population. These groups may include but are not limited to other ethnicities, adult learners, veterans, people with disabilities, lesbian, gay, bisexual, and transgender individuals, different religious groups, and those with economic backgrounds that are disadvantaged.


Requested By: _________________________________________  ____________________________  ____________________________
Signature/Print Name Date

8/18/16 (Rev.)
Direct Supervisor
(Attach a justification for action requested.)

Direct Supervisor’s Signature _______________________________ Date __________________________

Department Head/Director
☐ Agree as is
☐ See attached

Department Head/Director’s Signature _______________________________ Date __________________________

Dean
☐ Agree as is
☐ See attached

Dean’s Signature _______________________________ Date __________________________

Area VP/Executive Director
☐ Agree as is
☐ See attached

Division Head’s Signature _______________________________ Date __________________________

HR Review and Posting on Blackboard
________________________________________

Affirmative Action Committee Determination:
☐ Need More Information – (please indicate below question by committee)

☐ Approved

☐ Disapproved – (please note reason and vote totals)

Affirmative Action Chair
________________________________________

Affirmative Action Chair’s Signature _______________________________ Date __________________________

President
☐ Agree as is
☐ See attached

President’s Signature _______________________________ Date __________________________

8/18/16 (Rev.)