Affirmative Action Summary Report
Waiver of Open Recruitment Request (in hiring unclassified employees)
University of Wisconsin Oshkosh

TO BE USED when you are seeking a waiver of open recruitment for one of the reasons stated below. Please complete this form and attach to one of the following:

- **"Unclassified Staff Appointment Form"**
- **"Part-time/Temporary Academic Staff Rehire Appointment" Form**

Please contact the Equity & Affirmative Action Office with questions at 424-2296.

UW Oshkosh has a firm commitment, in accordance with state and federal law and institutional policies, to providing equal opportunity in employment through non-discriminatory hiring practices. Offers of employment should be made from applicant pools developed and maintained by each college and/or administrative unit. Such pools should include applicants from within and outside UW Oshkosh, and every effort should be made to ensure that these pools include people of color and women. Candidate pools for Academic Staff temporary jobs plus the *advertising copy* must be submitted to the Equity & Affirmative Action Office for review twice each year.

UW Oshkosh permits its open recruitment policy to be waived only in the following instances:

A. There is insufficient time for a search because classes must be taught or the necessary functions of a vacant position must be performed, and employment will be on a temporary basis.
B. A person is appointed as a temporary administrator to fill a position while a search is conducted for the permanent position.
C. A department/unit seeks to secure a distinguished faculty or staff person on a visiting basis.
D. Where the purpose of the waiver is to achieve diversity. (A waiver to achieve diversity may be granted to a department/unit based upon its capacity to recruit qualified people of color and/or women candidates, where there is under-representation of people of color and/or women in the department/unit's workforce profile. Contact Pamela Lassiter at 424-0330 to start this process.)

Waiver Request

1. Person being replaced: _____

2. Reason waiver is requested: ☐ A ☐ B ☐ C ☐ D

3. Explanation of reason for request when "C" or "D" is checked:

_____
Position being Hired/Dept.

_____ _____
Dean or Equivalent of Hiring Unit Date Director of Equity & Affirmative Action Date