

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

Candidate: \_\_\_\_\_ Starte 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 all full-time and part-time professional positions with benefits – except resident physicians and dentists, post-doctoral scholars, temporary or specified term appointments of one year’s duration or less, and certain promotions & transfers. The final appointing authority, with the approval of the UNLV EEO/AA officer, may waive a search in the best interest of the institution. Search waivers are reported to the Board of Regents pursuant to title 4, chapter 8, 6.2 of The Board of Regents’ Handbook.

**REQUEST FOR SEARCH WAIVER (REPORTED TO THE BOARD OF REGENTS):**

- To obtain special skills.** A search waiver may be approved to acquire the services of an individual whose academic, research, or professional qualifications are responsive to an express need of the institution and are so noted in their discipline as to negate a reasonable presumption that a better qualified candidate would result from an open and competitive search.
- Reinstatement.** An employee may be reinstated to employment without a search, if the employee separated from UNLV within the past 12 calendar months and is returning to the same or substantially similar role within the same department or division, with no material increase in salary.

**RECOMMENDATION NOT SUBJECT TO A SEARCH REQUIREMENT (NOT REPORTED TO BOARD OF REGENTS):**

- To prevent a critical work stoppage.** A specified term appointment up to one-year (not subject to renewal) may be approved to acquire the services of an individual critical to institutional needs when operating requirements are immediate and a public search would result in undue delay or disruption. [The department is committed to conducting an open and competitive search during the specified term appointment period.]
- Internal promotion.** An internal promotion may be approved without a public search to promote an individual within the unit, department, or division where such individual serves as a next in line subordinate of the vacant position and for which no similarly situated individuals exist. [Organizational chart must be attached.]
- Reassignment or Lateral transfer.** A reassignment or lateral transfer may be approved without a search to reassign an individual within a unit, department, or division (or among divisions with the joint concurrence of division vice presidents) to perform a new role (whether time-limited or continuing in nature and whether position or employee transfers) in order to achieve operational objectives – particularly in the instance of a nine-month faculty member being appointed to a 12-month academic or administrative role.

**ATTACH THE FOLLOWING DOCUMENTATION AND ROUTE FOR NECESSARY APPROVALS, IN SEQUENCE:**

- A written recommendation from the hiring official
- Candidate resume/CV
- PDQ (Administrative faculty only)
- Org. Chart (If required)
- A statement showing agreement to the proposed hire if more than on 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 this executed form, along with applicable documents, to [unlvHRRecruitment@unlv.edu](mailto:unlvHRRecruitment@unlv.edu).