

**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Search Waivers for Strategic Hiring</b>
Responsible Division/Office:	Equal Opportunity and Policy Compliance
Approving Officer:	President
<i>Revision History:</i>	June 2006; June 2011
Resolution Number(s):	YR 2006-55; YR 2011-113
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	June 17, 2011
Next Review:	2016

**Policy:** To advance institutional strategic goals by recruiting faculty and staff members, a recommendation for employment may be made without a national search, provided a waiver of search procedures is approved by the Director of Equal Opportunity and Diversity.

**Scope:** The recruitment of administrative and executive officers of the University is not included within the scope of this policy. See Policy 9001.01 and 9002.01, respectively, for the selection of administrative and executive officers.

**Purpose:** Youngstown State University recognizes the importance of faculty and staff recruiting as one mechanism to address and advance institutional strategic priorities and mission.

This policy is designed to allow the University to respond in a timely fashion to advance institutional strategic goals and to guarantee that consideration of excellence in faculty and staff recruitment is not jeopardized.

Strategic Hiring Programs provide a process for requesting a search waiver and/or single or multi-year financial support for fully qualified individuals who can make a unique contribution to the University and its strategic plan.

**Criteria:** The following criteria for granting waiver and funding requests will be considered:

- Qualifications of the individual being recruited, including likelihood of continued success (e.g., promotion and tenure, where applicable)

- Relevance of the hire to the university's strategic priorities
- Agreement of the hiring unit for the requested appointment
- Identification of funds to support the position over time
- Rationale for waiving the normal search requirement

**Procedures:**

Questions about search waivers should be directed to the Director of Equal Opportunity and Diversity. Candidates for employment under the search waiver must be systematically reviewed by the hiring department or academic unit. If that unit believes the individual has appropriate credentials and has skills that are compatible with the department's needs and the mission of the department and university, the unit may recommend that individual for recruitment without a search.

When any unit inquires about employment opportunities for a potential faculty or staff recruit that is within the university's strategic interest, the Chair/Director of his or her unit will request a copy of the potential employee's curriculum vitae and other relevant materials. The Office of Equal Opportunity and Policy Compliance must also be contacted for information and assistance. In consultation with the relevant executive officer and the Director of Equal Opportunity and Policy Compliance, the President is authorized to grant a waiver from the requirement for a search.

The University will provide the Board of Trustees with a quarterly report on hiring activity under this policy.

Cross reference: [Policy 2001.02 Equal Opportunity and Affirmative Action Recruitment and Employment.](#)