



4. Request for Variance to the Faculty Hiring Process

Complete sections 1 and 2 and submit this form for permission before extending an offer to a candidate.

1. Enter Faculty Position Information and Reasons for Variance Request

Position Title _____ Position No. _____

School _____ Department/Division _____

Candidate's Name _____ Email Address _____

Anticipated Start Date _____

1. Provide an explanation of the business and/or academic circumstances that occasioned the request.

2. Explain the procedures that were followed in lieu of a search, including a summary of other options that were considered and why they were rejected.

3. Provide an explanation of how faculty input was gathered. Include the results of a faculty vote.

4. Describe the communication plan to faculty if the variance is approved.

2. Attach: 1) Draft of the Offer Letter and 2) CV of candidate

3. Submit for review to determine if an exception can be made:

Dean request: _____ Date _____

The comments below reflect a review by the Provost Office.

Reviewed by Provost Office

Date

Provost Decision: _____ Date _____