

**WAIVER REQUEST FORM (PROFESSIONAL RESEARCH STAFF)**

*Instructions: In accordance with NYU’s Recruiting and Hiring Policy and Procedure (“Policy”), unless granted a waiver\* in the manner set forth below, a search must be conducted when recruiting to fill a Professional Research Staff position, whether for a newly created or vacant position. As part of the search process, the job description or requirements for the position must be posted for at least five (5) business days on Interfolio, the University’s applicant tracking system for Researchers.*

*\*In accordance with the Policy, by completing this form, a School or Institute may seek an exemption from these search and posting requirements based on one of the exemption categories identified below.*

=====To Be Completed by the School/Institute=====

Title of Position: \_\_\_\_\_ PeopleSync Position Number: \_\_\_\_\_

Department (if applicable) and School/Institute: \_\_\_\_\_

Principal Investigator (Name, Faculty Title, Department) \_\_\_\_\_

**Reason for Requesting Waiver (Check One)**

1. \_\_\_ The prospective researcher completed his/her doctorate or program of postdoctoral study at NYU within the last six (6) months and completion of all degree requirements is documented.

*Please attach documentation confirming completion of all degree requirements.*

2. \_\_\_ The prospective researcher presents exceptional and distinctive skills and credentials for the particular position.

*Please explain how the researcher presents exceptional and distinctive skills and credentials for the position.*

3. \_\_\_ The prospective researcher was previously identified by name on a research proposal submitted by the Principal Investigator to an external funding agency.

*Please attach a copy of the relevant sections of the research proposal (title sheet including grant start and end dates, and personnel budget and narrative of personnel responsibilities).*

4. \_\_\_ The School/Institute is only seeking candidates for the position from within NYU.

5. \_\_\_ It is a temporary appointment, not to exceed the end of the current grant year, to fill an immediate business need (e.g., to meet the requirements of the grant or contract) (*Note: should the School seek to fill the position upon conclusion of the temporary appointment, a search will be required in the manner set forth above*).

*If not for the purpose of meeting the requirements of the grant or contract, please explain the nature of the immediate business need.*

6. \_\_\_ An offer of a position is being made to a qualified individual to secure the recruitment or retention of the individual's tenured or tenure-track faculty spouse or partner.

*Please attach corroborating documentation.*

7. \_\_\_ The recruitment is being managed by an external search firm.

*Please attach documentation confirming the recruitment is being managed by an external search firm.*

8. \_\_\_ On the occasion of an academic, scholarly, or business unit being incorporated into the University.

*Please attach corroborating documentation.*

Name and title of Requestor \_\_\_\_\_

Signature of Requestor \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Dean or Director \_\_\_\_\_ Date: \_\_\_\_\_

===== To Be Completed by the School or Institute =====

\_\_\_ Approved \_\_\_ Not Approved

Name of Director, OEO: \_\_\_\_\_

Signature of Director, OEO: \_\_\_\_\_ Date: \_\_\_\_\_