



Waiver Request Form (Administrator and Professional Positions)

Instructions: In accordance with [NYU's Recruiting and Hiring Policy and Procedure for Administrators and Staff](#) ("Policy"), unless granted a waiver in the manner set forth below, the job description for an employment opening for an Administrator/Professional position shall be posted for at least five business days: (i) on the NYU Internal Careers site and (ii) on the NYU External Careers site, if the School or Unit has decided to consider candidates for the position outside of NYU.*

**In accordance with the Policy, a School or Unit may ask the appropriate Human Resources Officer/Business Partner ("HRO") for a waiver of these posting requirements: (i) for certain executive and senior management positions (in accordance with applicable law), (ii) where recruitment has already occurred for an identical position within the past three months, (iii) on the occasion of an academic, scholarly, or business unit being incorporated into the University, (iv) where the search is being managed by an external search firm, or (v) as otherwise provided by applicable law. The HRO, in turn, must complete this waiver request form and submit it for approval to the AVP, Talent, Learning, and Organizational Development, or the AVP's designee.*

=====To Be Completed by the HRO=====

Title of Position: _____

PeopleSync Position Number: _____

School/Unit: _____

Reason for Requesting Waiver (Check One):

1. Executive/Senior Management Position (in accordance with applicable law)

**Please attach the job description for the Executive/Senior Management position.*

2. Recruitment has already occurred for an identical position within the past three months.

**Please attach the job descriptions for both the prior and current positions. Please also provide the ICIMS posting number for the prior position.*

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

**Please attach confirming documentation.*

4. The search is being managed by an external search firm.

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

5. Otherwise provided by applicable law.

Name of HRO _____

Signature of HRO _____ Date: _____

====To Be Completed by AVP, Talent, Learning, and Organizational Development, or the AVP's designee====

Approved Not Approved

Name of AVP or designee: _____

Signature of AVP or designee: _____ Date: _____