

4-OP-C-7-I Equal Opportunity and Compliance (EOC)

Responsible Executive: Finance and Administration

Approving Official: Vice President for Finance & Administration

Effective Date: January 1, 2014 [Except as Noted in Individual Sections]

Last Revision Date: Unrevised at this time. [Except as Noted in Individual Sections]

4-OP-C-7-IS WAIVER OF ADVERTISEMENT

Responsible Executive: Finance and Administration

Approving Official: Vice President for Finance & Administration

Effective Date: January 1, 2014 TBD (on notice and final approval)

Revision History: New, January 1, 2014, Amended

~~OBJECTIVE~~ I. Introduction

- This policy contributes to the achievement of unmet institutional benchmarks for employment, with provisions to support positions that are difficult to recruit or address an institutional strategic goal, provided that it involves focused recruitment or a position for which it is difficult to recruit candidates. This policy supports the University's continued commitment to implementing diversity and affirmative action initiatives. There e There may be occasionsinstances, when in the best interest of the University, FSU's policy to advertise all salaried positions for a minimum of seven days may be waived to fill positions.

~~OVERVIEW~~ II. Policy

- The President has granted the Human Resources, Director of the Office of Equal Opportunity ~~and~~ Compliance and Engagement (EOCE) the authority to waive advertising requirements of University faculty and staff positions

under certain conditions. ~~No waiver is required for faculty vacancies filled under the Provost's minority recruitment initiative.~~

- Waivers of Advertising (also referred to as a "waiver of posting") are granted when evidence demonstrates a waiver will contribute to the achievement of ~~unmet~~ institutional benchmarks for employment, provided that it supports positions that are difficult to recruit and/or addresses institutional strategic goals.~~it involves focused recruitment, or a position for which it is difficult to recruit candidates.~~ The supervisor/hiring authority must obtain explicit approval from the appropriate Dean, Director, and or Department Head to seek/request a waiver. Under extraordinary circumstances, a Waiver may also be requested for consideration as a business necessity in the event of unanticipated or other compelling circumstances. Such requests will require Vice Presidential approval.
- Prior to the submission of a Waiver of Advertisement to the ~~EOCE office~~Office of Equal Opportunity and Compliance, supervisor/hiring authorities must ensure that proposed candidates meet the minimum qualifications of the position.

PROCEDURE

- The Waiver of Advertisement Request Form is to be submitted to the Director of the ~~EOCE office~~Office of Equal Opportunity and Compliance, and accompanied by the following documentation:
 1. The original, completed Waiver of Advertisement Request Form;
 2. The source from which the candidate was identified;
 3. The description of the specific circumstances and rationale for the request;
 4. The position description (A&P or USPS);
 5. The resume of the candidate; and,
 6. Any other pertinent information that should be considered: (e.g., other eligible, qualified candidates that were considered for the position; the proposed candidate has unique skills, abilities, and/or experiences and/or experiences that support the University's mission).~~diversity, affirmative action or equity accountability~~

initiatives).

- ~~The demographics of the University's population are constantly changing;~~ It should not be assumed that a waiver request granted once for a department will be granted again for a similar situation. Waivers are granted on a case-by-case basis prior to any employment offers.
- All questions relating to the Waiver of Advertisement Policy should be addressed to Human Resources, Office of Equal Opportunity ~~and~~ Compliance and Engagement.

III LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY