



# Request for Exception to Recruitment Policy

EASTERN OREGON  
UNIVERSITY

It is critical to preserve the integrity of the recruitment process and to ensure the institution meets its legal obligations, departments are required to maintain practices and procedures that are consistent with University policy. The following request for an exception must be made prior to proceeding with the appointment.

Vacant position \_\_\_\_\_ Date: \_\_\_\_\_

Name of departing employee \_\_\_\_\_

Name of interim employee \_\_\_\_\_

A request for an exception to the recruitment process for the above listed vacant position is made for the following reason (check one):

The position is funded by a grant or contract, and the individual to be appointed is specifically named in the grant or contract or hired by a grantor board;

The vacancy qualifies as an emergency because a search has failed and there is no time to recruit and fill the position prior to the beginning of classes;

The vacancy qualifies as an emergency because the incumbent did not give notice of termination timely enough to recruit and fill the position prior to the beginning of classes,

The vacancy qualifies as an emergency because the position duties directly impact recruitment and retention of students;

A direct appointment will be made to an individual that meets either Affirmative action goals, other appropriate criteria, or criteria for noncompetitive selection as outlined in the OUS/SEIU Collective Bargaining Agreement (Presidential approval required);

The duties of the position have changed and the position has been audited by Human Resources. There are additional, higher level duties that have been added to the position and the fte or contract length may have been modified. However, the nature of the position has not changed, nor has the status of benefits eligibility.

The position is an interim/acting appointment for which a recruitment is in progress or will be initiated by the end of the fiscal year.

The department is in the process of re-structuring due to budget/enrollment issues and if the position is retained, a recruitment will be initiated by the end of the fiscal year.

\_\_\_\_\_  
Supervisor/Dean Approved  
(For direct appointments only):

\_\_\_\_\_  
Vice President/Provost Approved:

\_\_\_\_\_  
President

\_\_\_\_\_  
Affirmative Action Officer