

**SEARCH WAIVER FORM**  
**Buffalo State College**  
**REQUEST FOR SEARCH EXEMPTION**

Contact Person: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

**TYPE OF SEARCH EXEMPTION REQUESTED:**  
**(Check all that apply)**

- The qualifications necessary for the position are unique and it is unlikely a search will yield a more qualified candidate.
- An interim position is filled by an internal candidate for less than a year.
- Reorganization within a department necessitates shifting of employees to different positions.
- The hire advances the campus' Affirmative Action/EEO goals and/or the SUNY Faculty Diversity Program
- The candidate occupied the targeted position under external grant funds that have expired and institutional funding has been allocated to continue the position.
- The position must be filled immediately and does not allow time necessary to conduct a search.

**POSITION INFORMATION**

Candidate for Exemption \_\_\_\_\_ Existing Position  yes  no

If yes, last incumbent \_\_\_\_\_ Line number \_\_\_\_\_

If no, and you are reclassifying a position, you must first obtain appropriate classification from Human Resources. New request  yes  no

Anticipated Start Date \_\_\_\_\_ Rank \_\_\_\_\_

Budget Title \_\_\_\_\_

Department Name \_\_\_\_\_

School or VP Area \_\_\_\_\_

Salary Range \_\_\_\_\_

**APPROVAL SIGNATURES (\*)**

\_\_\_\_\_  
Department Director/Chair      Date

\_\_\_\_\_  
Provost/Vice President/CIO      Date

\_\_\_\_\_  
Dean/Associate Vice President      Date

\_\_\_\_\_  
President (\*Where appropriate)      Date

\_\_\_\_\_  
Chief Diversity Officer, Equity and Campus Diversity      Date

**THE FOLLOWING MUST BE ATTACHED:**  
JUSTIFICATION LETTER , JOB DESCRIPTION , RESUME OF IDENTIFIED CANDIDATE   
APPOINTMENT FORM OR CURRENT EMPLOYEE CHANGE FORM

Forward completed form along with attached documents to:  
Office of Equity and Campus Diversity, Cleveland Hall 415  
Office Phone: (716) 878-6210 Fax: (716) 878-6234