

Date: _____

REQUEST FOR SINGULAR HIRE OPPURTUNITY WAIVER (SHOW)
Updated Sept. 2023

The faculty appointment process at American University normally begins with a national (and often international) search for the best available person who fulfills the needs of the open position. Faculty search committees are required to engage in a rigorous effort to identify qualified diverse candidates. Occasionally a department or school identifies a truly exceptional individual who would greatly enrich its faculty; *e.g.*, by bringing uniquely outstanding scholarship and/or diversity to the department. In such "Singular Hire Opportunity Waiver" cases, this request for a search waiver is appropriate.

REQUESTING UNIT

Department _____

School/Division/Center _____

Departmental Contact _____ Title _____

Phone _____ Email _____

Candidate Name _____ Position Title _____

REASON FOR REQUEST

Briefly describe why a search should be waived in order to hire this candidate. Please include a description of the candidate's exceptional qualities or characteristics that will enhance the diversity of your department or unit. Attach additional pages if needed.

REQUESTED BY

Department Chair or Chair's Designee

Date

Dean or Dean's Designee

Date

APPROVAL

APPROVED

NOT APPROVED

Provost or Provost's Designee

Date