Variance Hiring Request Form
Office of Equal Opportunity & Compliance
Faculty & Staff - Non-Classified & Classified Positions
University of Arkansas, Fayetteville

Position Title: ____________________________________________________ PSB#: ______________

Working Title (if applicable): ______________________________________________________________

Department/BU Code: ________________ Search #_____________

Person Recommended: ____________________________ Proposed Start Date: ________________

Proposed Annual Salary: __________

Type of Appointment:    Regular __ Adjunct __ Visiting __ Temporary __ Full Time __ Part-Time __
% of Appt.: ______

- Fill out Vacancy Notification Form on the HR website
- Please attach the following:
  - ☐ Provost Hire Approval
  - ☐ Candidate Resume/Curriculum Vitae
  - ☐ Position Description (of position being entered)
  - ☐ Verification of Background Check(s) (if applicable)
  - ☐ Draft of the Offer Letter

If space or font sizing is not adequate, please attach a memorandum providing the information requested below.

1. Why must this position be filled at this time?

2. Why does this position require a waiver from the search process?

3. How does this position contribute to the mission of the university?

4. How will these functions be met if the request is not approved?
5. Why is the recommended person the best qualified for the position?

6. What is the status of the position the employee will be vacating (if applicable)?

All of the following signatures are required:

_________________________________       ________
Department Head                         Date

_________________________________       ________
Dean/Director                           Date

_________________________________       ________
Vice Chancellor                        Date

_________________________________       ________
Office of Equal Opportunity and Compliance  Date