

Prairie View A&M University
Request to Waive Job Posting Requirements Form
(Adjunct/Non-tenured Faculty Only)

Please use this form to request that the job posting process be waived for adjunct/non-tenured faculty hiring. In accordance with University Administrative Procedure [33.99.01.P0.01 Employment Practices](#), academic departments may waive the advertisement of adjunct/non-tenured faculty positions that must be filled immediately due to a sudden resignation or existing faculty's leave of absence. All requests are subject to approval or denial by the Assistant Vice President for Human Resources or his/her designee.

Please complete all fields below. All signatures must be obtained before this form is submitted to the Office of Human Resources (OHR). The completed form must be attached to the Employee Payroll Action and received in the OHR at least three (3) working days prior to the approved hire date on this form. For questions, please contact the OHR at ext. 1730 or employmentteam@pvamu.edu.

DEPARTMENT INFORMATION:

Requested Hire Date: _____

Hire's Name: _____

Hire's Title: _____

Employing Department: _____

Supervisor's Name: _____

Supervisor's Title: _____

Justification: _____

Department Head/Manager Signature **Print Name and Title** **Date**

Dean/Director/AVP Signature **Print Name and Title** **Date**

FOR OHR USE ONLY:

Request Approved Request Denied

Comments: _____

AVP for Human Resources Print Name and Title Date
or Designee Signature