**Emergency Hire Appointment – Academic Staff Only**

A competitive recruitment process may be waived when certain criteria are met. A waiver of the open recruitment process or an “emergency hire appointment” must be approved by central HR and the Chancellor’s Designee before the position can be offered to a prospective employee. An emergency hire appointment may be appropriate for the following reasons:

* Circumstances have presented limited time and resources for a full, competitive recruitment and a qualified individual is available. (Please discuss if internal recruitment, shortened posting period, etc., have been considered).
* An employee has unique credentials whereby no other individual could feasibly perform the work (or the work would not exist).
* Position has been historically difficult to fill or to obtain a qualified applicant pool. (Evidence of past recruitment efforts should be identified in your request, such as advertising plans, history of declined offers, etc.
* Temporary appointment to replace an employee on a leave of absence.

This is not an exhaustive list of reasons or situations in which an emergency hire appointment may be appropriate.

If an emergency hire appointment is deemed appropriate, please complete the following:

* Complete the [Non-TAM Hire Form](https://www.uww.edu/documents/adminaffairs/HR%20Diversity/Non-TAM%20Hire%20Form%20-%2012202021.pdf) and route for signatures along with:
	+ A draft offer letter/contract, resume/CV of the proposed employee, position description, and organizational chart. If the request is for an instructional position, a position description and organizational chart are not required.
	+ Justification that addresses how the request meets the guidelines.

Emergency hire appointments can be for up to 12 months with the expectation that a recruitment will be initiated and completed for the permanent position within that period. You will receive an email reminder from Human Resources after 6 months to begin the search process if you have not already done so. No extensions will be granted and the emergency hire position will terminate and cannot be rehired.