

**Florida A & M University  
Office of Human Resources**

**HR OPERATING POLICY- PROCEDURE**

**Procedure No. HR – 1011**

<b>Subject: Waiver of Advertising Appointments</b>	
<b>Authority: Chapter 110, Florida Statutes, FAMU Reg. 1.021; 10.105; HR 1000, 3 A-2</b>	<b>Effective Adopted Date: 06/30/2006</b>
<b>Revision(s)</b>	<b>06/27/1996; 06/30/2006; 03/01/2017</b>
<b>Related References</b>	
<b>Purpose</b>	The University President or designee may waive the announcement of a position, and appoint a candidate when a waiver is in the best interest of the University.

**1.0 General Information**

A.

The University President or designee may waive the announcement of a position when a waiver is in the best interest of the University. All appointments with waiver of advertisement must meet the minimum qualifications listed in the University's class specifications and the additional competencies required for the specific position, unless a waiver has been requested and approved by the Office of Human Resources. The applicant must have education, training, and experience deemed to be equivalent and appropriate for a waiver to be approved. The applicant must also meet any occupational requirements or special qualifications established for the position. The University will determine the required level of education, training, and experience appropriate for a specific position.

**2.0 Definition**

- A. Waiver of Advertising Form- A form that must be filled out by requestor with classification designation and candidate qualification information signed by the University President or authorized designee before being appointed.
- B. Justification- Written reasons why the position advertisement should be waived.
- C. Minimum Qualification. Minimum educational and work experience or equivalencies require by a FAMU job classification Specification.

**3.0 Responsibilities**

It is the responsibility of the hiring authority to supply a completed Waiver Advertising form with justification and making sure the candidate is not working before appointment is complete. The appointee must be appointed to an existing FAMU classification and must provide evidence of minimum qualifications for the classification assigned.

**4.0 General Procedures**

The President or appointed representative:

- A. Shall submit a in writing approval of positions needed to be waived of advertisements. The request shall also include a position number; classification; background check ( if necessary) and copy of the applicable position description.
- B. A waiver of advertisement form must be completed and submitted to HR with justification before hiring the candidate.
- C. A candidate appointed through waivers of advertisements cannot not be officially appointed without all necessary appointment requirements. The requirements include: a designated FAMU job classification; evidence of minimum qualifications for the classification; and all background and reference checks required for the position.

## **5.0 Records**