



**RESOLUTION TO MODIFY AND RETITLE  
SEARCH WAIVERS FOR HIRING OF FACULTY AND PROFESSIONAL/  
ADMINISTRATIVE STAFF POLICY, 3356-7-55**

**WHEREAS**, University Policies are being reviewed and reconceptualized on an ongoing basis;  
and

**WHEREAS**, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

**WHEREAS**, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy stated above and attached hereto.

**Board of Trustees Meeting  
December 12, 2024  
YR 2025-34**

**3356-7-55      Search waivers for hiring of faculty, executive officers,  
administrative officers, and professional/ administrative staff.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: June 2006; June 2011; March 2013; May 2015;  
March 2017; September 2019; June 2024;  
December 2024  
Board Committee: University Affairs  
**Effective Date: December 12, 2024**  
Next Review: 2029

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- (A) Policy statement. It is the policy of Youngstown state university that institutional employment goals are best served through a standard search process. However, exceptions to the standard search process may be appropriate in situations where it can be clearly demonstrated that it is in the university's best interest to forgo the standard search process.
- (B) Scope. This policy applies to vacancies for faculty, executive officers, administrative officers, and professional/administrative staff who are not in the classified civil service or in a bargaining unit.
- (C) Purpose. To provide a process for requesting a search waiver for fully qualified individuals who can make a unique contribution to the university and its strategic plan.
- (D) Request criteria. The following information shall be provided in writing when submitting a request for a search waiver.
  - (1) A description of the position, including whether the position is temporary or has an anticipated end date and minimum and/or preferred qualifications.
  - (2) Curriculum vitae, resume and/or other relevant materials documenting qualifications, credentials and/or skills of the individual that qualify them for the position.
  - (3) Likelihood of success in the position (e.g., promotion and tenure, where applicable).

- (4) Relevance of the hire to the university's strategic priorities.
  - (5) Input of the hiring unit for the requested appointment.
  - (6) Identification of funds to support the position.
  - (7) Rationale for departing from the standard search process presented.
  - (8) Whether the candidate is a retire/rehire of professional/administrative staff.
  - (9) Whether the candidate is a family member of a current university employee (see rule 3356-7-26 of the Administrative Code, "Nepotism and potential conflicts in employment situations").
- (E) Review criteria. The following factors will be considered when determining whether a waiver is in the university's best interests.
  - (1) Whether the position and/or funding are temporary or time limited.
  - (2) The existence of an urgent situation.
  - (3) Whether the proposed hire possesses outstanding and uniquely specialized skills, knowledge, or experience and/or otherwise would not be available through the standard search process.
  - (4) Whether a recent search(es) for the position resulted in a failed search(es), including the lack of a qualified pool of applicants.
  - (5) Previous use of search waivers by the office or department.
  - (6) Other compelling reasons.
- (F) Procedures.
  - (1) The submission of a search waiver requires the signature of the appropriate divisional officer and the hiring department director/manager or chairperson.

- (2) A copy of the potential employee's curriculum vitae, resume and/or other relevant materials must be included with the search waiver request.
- (3) A request for a search waiver, including all supporting information listed in paragraph (D) of this policy, must be submitted in writing to the chief human resources officer for review and recommendation. Following this review, the request will be forwarded to the office of the president.
- (4) Only the president, or designee, is authorized to grant a waiver from the requirement of a standard search.
- (5) The office of equal opportunity, policy development and title IX will provide information and assistance, as appropriate.
- (6) The office of human resources will provide the board of trustees with a quarterly report on hiring activity under this policy.