REQUEST FOR SINGULAR HIRE OPPURTUNITY WAIVER (SHOW)  
Updated Sept. 2023

The faculty appointment process at American University normally begins with a national (and often international) search for the best available person who fulfills the needs of the open position. Faculty search committees are required to engage in a rigorous effort to identify qualified diverse candidates. Occasionally a department or school identifies a truly exceptional individual who would greatly enrich its faculty; e.g., by bringing uniquely outstanding scholarship and/or diversity to the department. In such "Singular Hire Opportunity Waiver" cases, this request for a search waiver is appropriate.

REQUESTING UNIT

Department ____________________________

School/Division/Center ____________________________

Departmental Contact ____________________________ Title ____________________________

Phone ____________________________ Email ____________________________

Candidate Name ____________________________ Position Title ____________________________

REASON FOR REQUEST

Briefly describe why a search should be waived in order to hire this candidate. Please include a description of the candidate’s exceptional qualities or characteristics that will enhance the diversity of your department or unit. Attach additional pages if needed.

________________________________________________________________________

REQUESTED BY

Department Chair or Chair’s Designee ____________________________ Date ________________

Dean or Dean’s Designee ____________________________ Date ________________

APPROVAL

☐ APPROVED  ☐ NOT APPROVED

Provost or Provost’s Designee ____________________________ Date ________________