

**ACTION MEMO TEMPLATE: RECRUITMENT WAIVER ACTION MEMO**

Date (right justified)

**MEMORANDUM**

*(Use appropriate routing)*

TO:            *Name*  
                  *President*

VIA:           *Name*  
                  *4-year Chancellor or Vice President for Community Colleges*

VIA:           *Appointing Authority Name*  
                  *Title*

FROM:        *Hiring Manager Name*  
                  *Title*

SUBJECT:     REQUEST WAIVER OF RECRUITMENT FOR (POSITION TITLE),  
                  (CAMPUS/SYSTEM)

**SPECIFIC ACTION REQUESTED:**

It is requested that the President approve the waiver of recruitment for the (Position Title), (Campus/System).

**JUSTIFICATION:**

Pursuant to Board of Regents' Policy, RP 9.212, Executive and Managerial Personnel Policies, and the corresponding EPP, the President is the approving authority for requests for waiver of recruitment for positions that do not report to the President or Board of Regents.

*Provide justification including rationale for waiver including source of potential candidates, and confirmation that campus EEO was consulted and concurred.*

**ACTION RECOMMENDED:**

It is recommended that the President approve the waiver of recruitment for the (Position Title), (Campus/System).

Approved/Disapproved:

\_\_\_\_\_  
Name  
President

\_\_\_\_\_  
Date