

***Ad Interim "Exceptional Hire" Appointment  
Without a Search  
Revised January 2003***

**To:** The Vice President  
**Through:** Dean/Supervisor/Head of Department  
**From:** Head, Hiring Department  
**Date:**

The unanticipated loss of \_\_\_\_\_ has necessitated the hiring of a replacement on short notice. Therefore, I request authorization to employ \_\_\_\_\_ on an ad interim basis without a formal search as \_\_\_\_\_ at a salary of \_\_\_\_\_.

The effective starting date will be \_\_\_\_\_.

I understand that this appointment will not exceed (*nine/twelve*) months. I also understand that a search must be conducted to employ a replacement, in accordance with the University Search Procedures.

Attached is the job description for the position, as well as the individual's vita and transcript indicating that minimum qualifications have been met.

***Required Signatures:***

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1. \_\_\_\_\_  
Department Head Date

***Acknowledgement Only:***

2. \_\_\_\_\_  
EEO Coordinator Date

***Approval for Exceptional Hire:***

3. \_\_\_\_\_  
Dean/Director Date

4. \_\_\_\_\_  
Vice President Date