



WNMU

DIVISION OF BUSINESS AFFAIRS

Department of Human Resources

**WNMU – Noncompetitive Selection Waiver Request Form
(Waiver of Recruitment Request under Policy BA455)**

Western New Mexico University's standard practice is to fill positions through a competitive recruitment process. This form is used to request approval for a noncompetitive selection, which may be considered in exceptional and limited circumstances when a competitive search is not practical and a clear institutional need exists. To be considered, the following requirements must be met:

1. A position number and funding source must be established prior to submission of this request.
2. The supervisor must complete this form to formally request a waiver of the noncompetitive selection process.
3. An approved job description and the candidate's resume/CV must be attached for review.
4. Candidates must submit all required documentation through the University's Applicant Tracking System.
5. Positions requiring employment-based visa sponsorship are not eligible for noncompetitive selection under this policy.

Submission of this request does not guarantee approval. All requests must meet the criteria outlined in the Noncompetitive Selection Policy and are subject to review and approval. Send completed form to hiring@wnmu.edu.

Date of Request: _____ **Position Number:** _____

Funding Source – FOAP: _____ **New/Existing Position:** _____

Supervisor/Hiring Manager: _____

Supervisor/Hiring Manager Email: _____

Division/Department: _____

Type of Request

- ☐ Emergency/Temporary/Interim Assignment
- ☐ Return to Work/Specialized Expertise
- ☐ Grant Funded
- ☐ Internal Placement
- ☐ Noncompetitive Appointment (Post-Interim Service) - Requires documented justification demonstrating an exceptional institutional need and the basis for waiving competitive recruitment under BA455.

Candidate Information

Candidate Name: _____

Contact Phone/Email: _____

Start Date: _____ **End Date:** _____

Total Duration: _____ **Extension: Y__N__ Duration:** _____

REQUIRED: Provide detailed justification (why, what is the institutional need, impact, candidate qualifications):

- ☐ I understand Western New Mexico University's standard hiring practice is to conduct a competitive recruitment process to ensure fairness, transparency, and equal opportunity.
- ☐ I understand there may be circumstances in which a noncompetitive selection is appropriate and justifiable. In such cases, the University's Noncompetitive Selection Policy shall provide the guiding framework for proceeding without a formal competitive search.
- ☐ I understand employees hired on a limited-term appointment are employed for a defined period, and there is no assurance of continued employment beyond the specified end date of the appointment.

Supervisor/Hiring Manager Signature: _____ **Date:** _____

Divisional Vice President Signature: _____ **Date:** _____

Please send the completed waiver form to hiring@wnmu.edu. Incomplete forms will be returned.

FOR OFFICE USE ONLY – HUMAN RESOURCES ☐ Approved ☐ Denied ☐ More Info Needed	Compliance Checklist • Meets minimum requirements of the role • Justification completed • Budget approved • EEO reviewed • Documentation attached (Job description, resume/CV, transcripts, etc.)
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I certify the information provided is accurate and complies with WNMU policy.

HR Specialist Signature **Date**

Exec Director – HR ESP Signature **Date**

President (if applicable) **Date**

VP – Business Affairs Signature **Date**

Board of Regents (if applicable) **Date**