

PROCEDURE

Effective Date: November 11, 2008

Revision Date: January 28, 2014

Approved By: Vice Provost for Equal Opportunity and Employment Diversity Authority: RCW 28B.35.120(2)

Cancels:

See Also: [POL-U1600.01](#) Requesting an Appointment of Opportunity
[FRM-1600.01](#) Requesting Appointment of Opportunity – Dual Career Assistance, Exceptional Merit, Temporary or Sponsored Program, and Critical Need

PRO-U1600.01C REQUESTING A TEMPORARY (PROFESSIONAL STAFF) OR SPONSORED PROGRAM APPOINTMENT OF OPPORTUNITY (PROFESSIONAL STAFF)

This procedure does not constitute a promise, real or implied, of employment at Western Washington University (WWU).

*Action by:**Action:*

Hiring Department
Chair or Director
or, for SPA, the Grant PI

1. Identifies an individual who qualifies for a position in his/her department, a programmatic need, available funds for the position, and provides a full job description for the position.

Hiring Department
Chair or Director

2. Completes a Request for Appointment of Opportunity [ESIGN form](#) containing the justification for the request to waive the normal hiring procedure, attaches a full job description for the position, the person's resume, and the draft letter offer and routes form as noted on the ESIGN form.

Hiring Department
Chair or Director

3. After receiving all required approvals on the ESIGN form, makes the offer and completes the hiring process of the candidate when the offer is accepted. If an active search was put on hold and there are candidates in the pool, these individuals must be informed that the position has been closed.