

PROCEDURE

Effective 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-U1600.01D REQUESTING A CRITICAL NEED APPOINTMENT OF OPPORTUNITY (FACULTY OR PROFESSIONAL STAFF)

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

Action by:Action:

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| Hiring Department
Chair or Director, President
or Provost | 1. Identifies an individual who qualifies for a position in response to a critical University need and (1) allows the University to benefit from exceptional in-house expertise and maintain needed continuity and/or (2) permits the President and Provost to make an appointment when it is in the best interests of the University. |
| Hiring Department
Chair or Director, President
or Provost | 2. Identifies available funds for the position. |
| Hiring Department
Chair or Director, President
or Provost | 3. 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, President
or Provost | 4. 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. |