

Sample Request for COS to Send to CDE

Subject: Permanent Waiver Request for Dr. _____

Dear (Name),

The Department of (DEPARTMENT) in the College of Science requests a permanent waiver from the formal recruitment process to hire Dr. _____ as a (RANK/TITLE). If granted this waiver, Dr. _____ will work with (RANK/TITLE) Dr. _____ on a project titled _____. As evidenced by (his/her) attached CV, Dr. _____ possesses has a combination of skills and experience related to this project that make (him/her) uniquely qualified for this position. Attached is a formal request from the (unit/Chair/Principle Investigator) and the College of Science is supportive of this request.

Please advise,