

## PROCEDURE

Effective Date: 11/25/08

Revised 2/24/2010

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](#)

### **PRO-U1600.01C REQUESTING A TEMPORARY PROFESSIONAL STAFF, FACULTY OR SPONSORED PROGRAM APPOINTMENT OF OPPORTUNITY**

**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 and routes form as noted on the ESIGN form.

Hiring Department  
Chair or Director

3. After receiving all required approvals on the ESIGN To/Through Memo, 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.