

## Waivers of Advertisement: Appointment Information

Category of Employment	Non-Student Hourly			Emergency		P&S		Faculty	
Appointment Type	Merit	P&S	Seasonal	P&S	Faculty	Term	Continuous	Non-Tenure	Tenure Track
Pay Base	XH			P	B	P		A or B	A or B
Why use?	Short-term, sporadic needs.		Work is of a seasonal nature. For example, summer camps, field/harvest work, projects that exist primarily during summer season.	Urgent need or negative impact to department without intended hire; temporary coverage during search; leaves of absence; short-term projects.		Most commonly used for dual career, Spousal/partner accommodations. Limits apply, please see the Open Search Policy			
Duration of Appointment	780 hours per fiscal year (July 1st- June 30th)	2 months FTE (60 days or less/up to 480 hours) or sporadic (up to 780 hours per fiscal year)***	No more than 6 months beginning April 15th through October 15th (hours count towards 780 hours per fiscal year)	Up to 9 months		A specified period of time	N/A	1 year or more	4 years or continuous
Renewable?	Yes, within the parameters.		No	No, not without an open search.		Yes. However, only renewable for the length of term originally advertised.	N/A	Yes	
Where to start?	Posting - Applicant Tracking					Position Description (PD) - Position Management		Posting - Applicant Tracking	
Approvals Needed	Department or College			Respective SVP/President and Equal Opportunity		Respective SVP/President and Equal Opportunity			
Background check required?	No, unless working with youth.			Yes					
***Return from retirement?	Limits apply, please see the policy at <a href="http://www.policy.iastate.edu/post-retirement">http://www.policy.iastate.edu/post-retirement</a> .								
Benefits eligible?	Please see the Benefits Website at <a href="http://www.hrs.iastate.edu/hrs/benefits">http://www.hrs.iastate.edu/hrs/benefits</a> .								
Questions?	Please contact your Human Resource Liaison or UHR Talent Acquisition.								