



Employment Advertising Policy (HR11)

Advertising of Available Employment Positions at the University of British Columbia

UBC Employment Advertising Waiver Request Form (HR11)

UBC's Employment Advertising Policy (HR11) provides exceptions to advertising requirements under special circumstances. At the request of a Dean or a Vice President or an Advisory Committee to the President, the Responsible Executive may waive UBC's advertising requirements.

To make a request for an Employment Advertising Waiver, please complete the form below, ensure all required documentation is included, and obtain the appropriate requestor's signature.

If the candidate you are seeking an Employment Advertising Waiver for is a foreign national, or for any other questions, please contact Central HR Advisory Services or your Faculty Relations representative.

For more information refer to the Repository of Board of Governors Policies, Procedures, Rules, and Guidelines.

Once the requestor's signature has been obtained, please submit the form as follows:

- **UBC-V:** send all forms to hr.info@ubc.ca
- For UBCV requests requiring the President's approval (being requested by the Provost or a VP), to the Director HR, President's Office
- **UBC-O:** send all forms to ubco.hr@ubc.ca

Central HR Advisory/Faculty Relations will facilitate approval from the Responsible Executive.

Department/Unit Information	
Campus	
Faculty/VP Unit	
Department	

Position Information	
Type of Appointment	
Position Title	
Responsible Executive	
Second Responsible Executive (Dual Appointment)	

Special Circumstances for Advertising Waiver	
Waiver requested under following section of HR11	





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Rationale

Please provide supporting rationale for your request and explain how this candidate's appointment meets the special circumstances in support of an employment advertising waiver under Policy HR11.

Please include appropriate supporting documentation (please include CV for faculty).





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Requested by	
Name	
Title	
Signature	
Date	

Review and Approval of Responsible Executive	
Name	
Title	
Signature	
Date	

Review and Approval of Second Responsible Executive (if applicable - Dual Appointment)	
Name	
Title	
Signature	
Date	

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Please make sure to complete and sign the form using Adobe Reader to avoid any technical issues. Once you receive the completed form signed off by the Responsible Executive, please attach the form to the applicable Workday Business Process in order to complete the process.

