Academic Unit - Hiring Freeze Exception Request Form   **Page 1**

Academic Affairs division (Faculty/A&P/USPS/OPS)

New Position   Replacement   Exception to Post   Exception to Hire

Position Title:
Work Group:
Position Number/OPS Job Code:
Division/College:
Department:
Submitted by:
Contact Number:

<u>Reason for Exception:</u> (Select any that apply)

Position is critical to: Delivering or assisting in research activities
                                Delivering instruction
                                Delivering student services
                                Compliance with federal, state and local laws and regulations
                                Delivery of essential University services

Funding Source: # of Positions:

<u>Criteria:</u>   (Please use attachments if necessary)

Explain the specific reason for the exception, including the function of this position and the direct impact on core and essential business operations.

Explain the negative impact on essential or critical business operations of suspending, delaying, or freezing the requested action.

Explain the other options that have been explored and exhausted to avoid the exception request.

Explain how the job responsibilities of the position are currently being fulfilled.

(continued):

Detail the responsibilities that cannot be performed by current faculty or staff members.

Explain the funding sources that support the position and the proposed funding distribution. Please list separately any start up cost, funding cost, and detail whether they are one time or reoccurring expenses. List the funding sources

Explain the stage of the hiring process for the position requested (if applicable).

Approval Signatures:

I hereby attest that the position(s) requested on this form are deemed essential for our business performance.

Dean/Vice President Signature   Date

Michael Johnson, Interim Provost   Date

    Approved   Denied

Maureen Binder, Associate Vice President, CHRO   Date

    Approved   Denied

Comments