



Faculty Hiring Freeze Exception Request Form

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Note: If your request is for a position which reports to Academic Affairs division, please use this form for all work groups (Faculty/A&P/USPS/OPS).

Request for Exception to Advertise

Request for Exception to Hire

Position Title:

Work Group:

Position Number/OPS Job Code:

Department/College:

Division:

Submitted by:

Contact Number:

Reason for Exception: (Select any that apply)

Position is critical to:

- Campus and personal health and safety
- Compliance with federal, state and local laws and regulations
- Delivery of essential University services
- Courses necessary for timely graduation

Funding Source:

of Positions:

Criteria: (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 methodologies and/or options that have been explored and exhausted to avoid the exception request.

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



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(continued):

Detail the responsibilities that cannot be performed by current faculty 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:

Dean's Signature

Date

Michael Johnson, Interim Provost

Date

Approved Denied

Maureen Binder, Associate Vice President, CHRO

Date

Approved Denied

Comments:

Please submit form to HRexceptions@ucf.edu. For questions regarding the form please contact Renee Grigor. Note: If your request is for a position which reports to Academic Affairs division, please use this form for all work groups (Faculty/A&P/USPS/OPS).